DOCUMENT RESUME

ED 034 075 VT 009 857

TITLE	Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Fall 1969.
INSTITUTION	Ohio State Univ., Columbus. Center for Vocational and Technical Education.
Spons Agency	Office of Education (DHEW), Washington, D.C.
Pub Date	69
Note	176p.
Available from	ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (Quarterly -Fall, Winter, Spring, Summer, $9.00 per year)
EDRS Price	EDRS Price MF-$0.75 HC-$8.90
Descriptors	Agricultural Education, *Annotated Bibliographies, Business Education, Clearinghouses, Distributive Education, Health Occupations Education, Home Economics Education, Indexes (Locaters), Industrial Arts, *Instructional Materials, *Technical Education, Trade and Industrial Education, *Vocational Education

Abstract

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, and General Vocational and Technical Education. An author index, document number index, and subject indexes are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 009 856). Others are available from the source identified in the abstract. (CD)

ED034075

ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

FALL 1969

ERIC CLEARINGHOUSE
THE CENTER FOR VOCATIONAL
AND TECHNICAL EDUCATION
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

VT009857

The Center for Vocational and Technical Education has been established as an independent unit on The Ohio State University campus with a grant from the Division of Comprehensive and Vocational Education Research, U.S. Office of Education. It serves a catalytic role in establishing consortia to focus on relevant problems in vocational and technical education. The Center is comprehensive in its commitment and responsibility, multidisciplinary in its approach, and interinstitutional in its program.

The major objectives of The Center follow:

1. To provide continuing reappraisal of the role and function of vocational and technical education in our democratic society;

2. To stimulate and strengthen state, regional, and national programs of applied research and development directed toward the solution of pressing problems in vocational and technical education;

3. To encourage the development of research to improve vocational and technical education in institutions of higher education and other appropriate settings;

4. To conduct research studies directed toward the development of new knowledge and new applications of existing knowledge in vocational and technical education;

5. To upgrade vocational education leadership (state supervisors, teacher educators, research specialists, and others) through an advanced study and inservice education program;

6. TO PROVIDE A NATIONAL INFORMATION RETRIEVAL, STORAGE, AND DISSEMINATION SYSTEM FOR VOCATIONAL AND TECHNICAL EDUCATION LINKED WITH THE EDUCATIONAL RESOURCES INFORMATION CENTER LOCATED IN THE U.S. OFFICE OF EDUCATION.

ED034075

Abstracts of
Instructional Materials
in
Vocational and Technical Education

FALL 1969

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL OFFICE OF EDUCATION POSITION OR POLICY.

This publication was prepared pursuant to a contract with the Office of Education, U.S. Department of Health, Education and Welfare. Contractors undertaking such projects under Government sponsorship are encouraged to express freely their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official Office of Education position or policy.

ERIC Clearinghouse
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road, Columbus, Ohio 43210

ERIC CLEARINGHOUSE ON VOCATIONAL AND TECHNICAL EDUCATION

Director	Robert E. Taylor
Coordinator	Celianna I. Wilson
Information Specialist	Roy L. Butler
Information Specialist	Joel H. Magisos
Information Specialist and Abstracting-Indexing Editor	Mary Ury
Information Technician	Chotard Doll
Information Technician	Donna Minick
Information Technician	Doris Smith
Information Technician	Ann Whitlatch

Document Analysts

Elizabeth Caldwell

Charles M. Harris

Jean K. Kintgen

David McCracken

George W. Reeser

Abstracts of Instructional Materials in Vocational and Technical Education is a quarterly publication (Fall, Winter, Spring, Summer) published by the ERIC Clearinghouse on Vocational and Technical Education. Subscription is $9.00 per year. Send order to ERIC Clearinghouse, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210. Contents of this publication may be reprinted freely without requesting permission, providing appropriate credit is given to the Clearinghouse.

PREFACE

Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and the companion publication Abstracts of Research and Related Materials in Vocational and Technical Education (ARM) announce the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education. AIM includes abstracts of materials typically designed for teacher use or student use in the classroom, and annotations of bibliographies or lists of instructional materials. It will be of particular interest to teachers, curriculum specialists, supervisors and administrators involved in the use of instructional materials in the teaching-learning setting, or in curriculum development. ARM incorporates abstracts of research and other materials which are useful to a wide audience of users such as researchers, supervisors, teacher educators, education specialists, administrators, teachers and others who have an interest in vocational and technical education. These publications prepared by the ERIC Clearinghouse on Vocational and Technical Education are published quarterly beginning with the Fall 1967 issue.

The ERIC Clearinghouse on Vocational and Technical Education is a division of the Center for Research and Leadership Development in Vocational and Technical Education located at The Ohio State University and is one of the clearinghouses of the Educational Resources Information Center (ERIC-USOE). With the growth of vocational and technical education programs, there is an increasing need for accessible information that can be used in developing logical chains of reasoning for research activities, for improving school practices and for shortening the theory-practice gap. This Clearinghouse is striving to provide a useful and vital function in dissemination of information on vocational and technical education. ARM and AIM give visibility to a document-based information system which constitutes an on-going data bank of research and resource materials in vocational and technical education. Following are some of the benefits derived from this data base:

- A central source of information to be reviewed and synthesized into state-of-the-art papers, critical reviews, interpretive papers, etc.
- A resource which includes different kinds of materials, e.g., instructional materials, descriptive reports, survey reports, dissertations, conference proceedings, program plans or procedures, research reports.
- Provision for availability of primary source materials through the ERIC Document Reproduction Service (EDRS) and/or other distribution agencies.
- A source of bibliographies and a resource for development of bibliographies.
- A source of materials for different user groups (i.e., administrators, supervisors, teacher educators, teachers, legislative and advisory bodies) with information needs in such diverse areas as teaching and learning, manpower needs and requirements, research design and methodology, evaluation.

Since this Clearinghouse is a component of a larger information system, ERIC, it is logical that certain similarities among publications exist. In this regard the format of ARM and AIM is similar to that of Research in Education (RIE)[1], the primary publication of the Educational Resources Information Center (ERIC). RIE

---

[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

includes abstracts from all ERIC Clearinghouses. The abstracts of materials reported in AIM relate specifically to the educational field of vocational and technical education and constitute a segment of ERIC, the national information system for American education.

In addition to the two quarterly publications, Abstracts of Research and Related Materials in Vocational and Technical Education (ARM), and Abstracts of Instructional Materials in Vocational and Technical Education (AIM), other publications will be issued from time to time. These will typically concern themselves with reviewing and synthesizing information in specific areas of vocational and technical education, e.g., Review and Synthesis of Research in Technical Education; Agricultural Education; Home Economics, etc., and with reviewing and synthesizing information related to topical areas such as the economics of vocational and technical education.

We are indebted to our colleagues within the profession for their cooperation in forwarding materials to the clearinghouse and for their suggestions and comments which have materially assisted in the development of this program. We anticipate further refinement and improved procedures with the continued assistance of our advisory committee.

Robert E. Taylor
Director

INTRODUCTION

Organization of ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

Abstracts of Instructional Materials in Vocational and Technical Education relies upon two basic formats--resumes and indexes--to serve the browser and those seeking specific information. The resumes are organized according to vocational service groupings in the first section of the document. Under each grouping, the resumes are arranged by Vocational Technical (VT) number which is an identification number assigned to reports as they are processed. Resumes contain an abstract which indicates the contents of a document in two hundred words or less. Additional components of a resume are explained in a diagram on page ix immediately preceding the resume section.

Several indexes are located after the resume section to provide specific approaches to documents reported in the resume section. These indexes are:

Personal and Institutional Author Index
Document Number Index
Conversion of Document Number (VT to ED or MP, ED or MP to VT)
Subject and Identifier Index

All of the indexes refer to page numbers in this publication to enable the reader to quickly locate any resume of interest.

Availability of AIM

AIM is published quarterly (Fall, Winter, Spring, Summer). The first issue began Fall 1967. At this time the four issues for the period Fall 1967 - Summer 1968 and the AIM-ARM Annual Index 1967-68 (ED 022 064) MF - $.50 or HC - $6.45 are available only on microfiche or facsimile copy. Annual subscriptions are available beginning with Fall 1968. Microfiche or facsimile copy for all previous issues may be ordered from ERIC Document Reproduction Service, The National Cash Register Company, 4936 Fairmont Avenue, Bethesda, Maryland 20014. Please write to EDRS for order forms.

ED 013 337	Fall 1967 AIM	MF - $ .75	or	HC - $ 9.35
ED 015 336	Winter 1967 AIM	MF - $1.00	or	HC - $10.50
ED 017 745	Spring 1968 AIM	MF - $ .75	or	HC - $ 9.95
ED 020 441	Summer 1968 AIM	MF - $ .75	or	HC - $ 8.95
ED 023 936	Fall 1968 AIM	MF - $ .75	or	HC - $ 9.30
ED 028 302	Winter 1968 AIM	MF - $ .75	or	HC - $ 8.45
ED 030 769	Spring 1969 AIM	MF - $ .75	or	HC - $ 8.70
ED (See Jan.'70 RIE)	Summer 1969 AIM	MF - $ .75	or	HC - $ 8.30

Subscriptions for hard copy may be initiated with the Fall 1968 issue, or subsequent issues. Send order indicating quarter and year that subscription is to begin to:

ERIC Clearinghouse
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

Availability of Materials Reported in AIM

A basic concept of the ERIC system is to make known the availability of the full text of materials abstracted. Most of the materials processed into the ERIC system with an ERIC Document (ED) number will be available from the ERIC Document Reproduction Service (EDRS) in the form of microfiche or facsimile copy. There is an EDRS availability line with each abstract which indicates if a document may be obtained from EDRS. If a document is not available from EDRS, the agency and address from which the document may be obtained is in the resume. Microfiche or facsimile copy must be ordered by ED (ERIC Document) number since EDRS is not set up to respond to requests for materials by subject, author, or title. AIM and ARM indexes can be used to determine ED numbers which relate to problem areas. Always check the most current issue of RIE for the latest price schedules and ordering procedure for microfiche (MF) and facsimile copy, called hard copy (HC).

Materials with ED numbers are announced in Research in Education (RIE) as well as AIM or ARM. These are available as individual documents through EDRS or another source. Documents with VT numbers only are not announced in RIE but are included in AIM and ARM. They are not available as individual documents from EDRS but as part of a VT-ERIC set. Microfiche for an individual document in one of these sets is obtainable only through purchase of the set or from agencies that have this set and have the capability of reproducing microfiche. Reports in these sets are identified in the resume by the phrase MF AVAILABLE IN VT-ERIC SET. The documents are grouped in VT number sequence in the microfiche set for each issue of AIM or ARM. Each set is announced in RIE under a single (ED) number. The Fall 1967 - Summer 1968 Microfiche Collections contain documents with VT numbers only and ED documents. Beginning with Fall 1968, the microfiche set contains the documents which have only VT numbers. Thus the microfiche collection for a particular issue of ARM now contains the items in that issue of AIM which have the statement, MF AVAILABLE IN VT-ERIC SET, in the resume. These sets may be ordered from EDRS. Information to be used in ordering the sets for AIM follows:

AIM Microfiche Collections

AIM	ED Number	Microfiche
Fall 1967	ED 013 339	$22.25
Winter 1967	ED 015 349	$40.25
Spring 1968	ED 017 746	$54.00
Summer 1968	ED 020 442	$53.00
Fall 1968	ED 022 971	$38.50
Winter 1968	ED 028 305	$41.00
Spring 1969	ED 030 770	$58.00
Summer 1969	ED (See Jan. '70 RIE)	$86.00

It should be noted that organizations which have standing orders with EDRS for the total microfiche collections in RIE will automatically receive the ARM and AIM microfiche collections. If an organization wishes to order only the materials abstracted by VT-ERIC which are announced in RIE and are on microfiche, a standing order may be initiated with EDRS for a VT-ERIC package. This package will automatically include the ARM and AIM microfiche collections. Contact EDRS for information about cost of current or retrospective VT-ERIC packages.

Availability Key for Materials Reported in AIM

Accession Number	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided that the information is shown on EDRS price line.
ED appears with reference to an RIE issue (e.g., ED (See Aug. '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the abstract.

ERIC Document Reproduction Service (EDRS)

The ERIC Document Reproduction Service (EDRS) is operated by The National Cash Register Company. Request order forms from:

EDRS
The National Cash Register Company
4936 Fairmont Avenue
Bethesda, Maryland 20014

Prices for microfiche and/or hard copy undergo occasional changes which become effective when announced in Research in Education. EDRS prices cited in AIM and ARM reflect the prices in effect at the time of publication. Retrospective use of AIM and ARM requires attention to the most recent price schedules and ordering information which is available in a current issue of RIE.

Scope of the Clearinghouse

The Clearinghouse on Vocational and Technical Education is responsible for acquiring, processing, and disseminating research reports, instructional materials, information analysis products and other resource materials related to vocational and technical education. In addition to this general area, coverage includes the specific occupational fields of agricultural education, business and office occupations education, distributive education, health occupations education, home economics education, technical education, trade and industrial education, and new sub-professional fields. The clearinghouse scope also encompasses the related fields of industrial arts education, manpower economics, occupational psychology, and occupational sociology. The following subject categories when specifically oriented to vocational-technical education and its related fields are included in the scope of the clearinghouse: administration and supervision, curriculum, employment and occupations, evaluation and measurements, facilities and equipment, historical studies, individuals with special needs, instructional materials and devices, philosophy and objectives, research design and development, occupational guidance and other student personnel services, students, teachers, teacher education, teaching and learning.

Acquisitions

The adequacy of information in this publication, as well as other services of this clearinghouse, is directly related to the extensiveness of the information acquired and processed into the system. This Clearinghouse has assumed the initiative in obtaining as much of the available information as possible. However, it is impossible for any organization to achieve complete and comprehensive coverage of a field as vast as vocational education without the cooperation and assistance of the profession. The growth and ultimate effectiveness of the system require supplemental efforts of its users. Any person in the vocational or technical field is invited to forward to the Clearinghouse two copies of items relating to vocational-technical education for possible inclusion in the system. Questions relating to this endeavor should be directed to the Acquisitions Specialist at the Center.

Abbreviations

AIM	*Abstracts of Instructional Materials in Vocational and Technical Education*
ARM	*Abstracts of Research and Related Materials in Vocational and Technical Education*
ED	ERIC Document
EDRS	ERIC Document Reproduction Service
ERIC	Educational Resources Information Center
HC	Hard copy
MF	Microfiche
RIE	*Research in Education*
VT	Vocational-Technical

SAMPLE RESUME

Accession Number--an identification number sequentially assigned to reports as they are processed.

Author(s)--the individual(s) who prepared the report.

EDRS Price--price of the document through the ERIC Document Reproduction Service. "MF" means microfiche; "HC" means hardcopy.

Report Number would appear here.

If item cited appeared originally in a journal, a journal citation would appear here.

Publication Date.

Total number of printed pages in the report, including cover and appendices.

Identifiers would appear here. These are acronyms, geographical areas, conferences, organizations, tests (e.g. Binet), etc. Only the major identifiers preceded by an asterisk are printed in the index.

Abstract--a condensation of the report in about 200 words. When applicable, it includes the purpose, means of development, subject-matter content, teacher competency, student requirements, and description of supplementary materials if available.

VT 002 079 ED 017 657

Karnes, James B.

Medical Record Technology, A Course of Study Designed for Cooperative Part-Time Students Employed in Medical Record Libraries.

Missouri State Dept. of Education, Jefferson City. Industrial Education Section
Missouri Univ., Columbia. Dept. of Industrial Education

EDRS PRICE MF-$0.75 HC NOT AVAILABLE FROM EDRS.

Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).

Pub Date - Aug64 136p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; GRADE 11; POST SECONDARY EDUCATION; ASSIGNMENTS; *COOPERATIVE EDUCATION; STUDENT RECORDS; *MEDICAL RECORD TECHNICIANS

Designed for use by eleventh grade cooperative part-time students employed in medical record libraries, this guide may also be used in area vocational or post-high school settings. It was developed by a consultant committee, teacher educators, and research assistants at the state level and revised after use in the field... ....An analysis of medical record technology and progress records to be completed by the employer, teacher, and student are included. The material should be used with related instruction for individual students by a qualified coordinator or competent health occupations teacher. (JK)

If ED is followed by numbers, item has been announced in Research in Education. If ED is not followed by numbers, the issue of RIE in which the abstract is scheduled to appear follows the ED prefix.

Title of report.

Institutional Source--the organization responsible for the report.

Sponsoring Agency--would appear here if different than Institutional Source.

Grant Number and Program Area Number would appear on this line.

Commercial, institutional, and other sources of availability if known at time of printing. Cost is included.

Descriptors--the subject terms assigned by an indexer to characterize the contents of a report. Only the major terms, those preceded by an asterisk, are printed in the index.

Abstractor's Initials.

Availability Key for Materials Reported in AIM

Accession Number:	Availability on Microfiche
ED number supplied	ERIC Document Reproduction Service (EDRS) provided the information is shown on EDRS price line.
ED appears with reference to an RIE issue (See Nov '69 RIE)	If a price is given for microfiche, the fiche is unavailable from EDRS (at time of printing) until an ED number is assigned and published in RIE. The issue of RIE in which the abstract is scheduled to appear follows the ED prefix. After assignment of numbers has been made by Central ERIC, the Conversion of Document Number Index in each succeeding issue of AIM will include numbers for documents listed with an ED and RIE date in the previous issue.
VT number only supplied	Available on microfiche in VT-ERIC set from EDRS as indicated.

Items not available through EDRS or in a VT-ERIC set will usually have a source of availability cited on the availability line in the resume.

ERRATA

The price statement for VT 008 955 (Microfiche Collection of AIM, Spring 1969) on page 552 of AIM, Summer 1969 should read as follows:

EDRS PRICE MF - $58.00 HC NOT AVAILABLE FROM EDRS

TABLE OF CONTENTS

Page

PREFACE iii

INTRODUCTION v

ABSTRACTS 1

- Agricultural Education Section 1
- Business and Office Education Section 13
- Distributive Education Section 21
- Health Occupations Education Section 31
- Home Economics Education Section 37
- Industrial Arts Education Section 47
- Technical Education Section 148
- Trade and Industrial Education Section 53
- General Vocational and Technical Education Section 71

INDEXES 75

- Personal and Institutional Author Index 76
- Document Number Index 95
- Conversion of Document Number Index 106
- Subject and Identifier Index 107

SOURCE LIST 154

AGRICULTURAL EDUCATION SECTION

VT 000 057
Jacks, L.P.
Basic Principles of Animal Science. A Reference Unit for Teaching Basic Principles of Animal Science in Vocational Agriculture Courses in Mississippi.

Mississippi State Univ., State College. Subject Matter Service
Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May65 51p.

*ANIMAL SCIENCE; *RESOURCE UNITS; *VOCATIONAL AGRICULTURE; *TEACHING GUIDES; *INSTRUCTIONAL AIDS; AGRICULTURE; AGRICULTURAL SKILLS; AGRICULTURAL PRODUCTION

This reference unit, developed by a committee of teachers on the state level, provides references keyed to the outlines contained in the 1963 Mississippi Vocational Agriculture Teacher's Handbook. It is designed for teacher and student use in vocational agriculture classes for high school or adult students to develop or improve knowledge and skills in the area. Organized around a question and answer format, material presented covers the following topics: (1) anatomy and physiology of farm animals, approached as nine functioning systems, (2) nutrition of farm animals, (3) environmental factors that affect physiology, (4) diseases of farm animals, and (5) common parasites of farm animals. Several charts and tables are included. The teacher should be a graduate of teacher education curriculum in agriculture education or have an equivalent preparation. The second and third publications in this series deal with plant science and with soil science and are available as VT 000 056 (AIM Winter 1968) and VT 000 058. (MU)

VT 000 058
Jacks, L.P.; Hamilton, J. Roland
Basic Principles in Soil Sciences. A Reference Unit for Teaching Basic Principles of Soil Science in Vocational Agriculture Courses in Mississippi.

Mississippi State Univ., State College. Subject Matter Service
Mississippi State Board for Vocational Education, Jackson. Vocational Agriculture Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr65 65p.

*SOIL SCIENCE; *VOCATIONAL AGRICULTURE; *INSTRUCTIONAL AIDS; *TEACHING GUIDES; *AGRICULTURAL PRODUCTION; SOIL CONSERVATION; AGRICULTURAL EDUCATION; RESOURCE UNITS
MISSISSIPPI

This reference unit, developed by a committee of teachers on the state level, follows the outlines in the 1963 edition of the Mississippi Vocational Agriculture Teacher's Handbook. It is designed for teacher and student use in vocational agriculture classes for high school or adult students who want to develope knowledge and skills in the area. Organized on a question and answer basis, the material presented covers the following topics: (1) the nature and importance of the soil, (2) soil classification and identification, (3) formation and components of the soil, (4) soil productivity, chemistry, and nutrients, (5) commercial fertilizers, and (6) principles of soil erosion and drainage. Illustrations include soil regions and land classifications of Mississippi, soil profile, effects of hardpan, land capability classes, pH scale, pH effects on nutrients, and fertilizer composition. The teacher should be a graduate of teacher education curriculum in agriculture education or have an equivalent preparation. This publication is the third in a series of which the first, available as VT 000 057, and the second, as VT 000 056 (AIM Winter 1968), deal with animal science and plant science respectively. (MU)

VT 000 475
Bristol, Benton K.
Problem and Answer Sheets for Learning Engine Maintenance Principles.

Illinois State Univ., Normal. Dept. of Agriculture
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 17p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *ENGINES; *STUDENT PROJECTS; AGRICULTURAL MACHINERY; SECONDARY GRADES; INSERVICE TEACHER EDUCATION; STUDENT PROBLEMS; ANSWER KEYS

Developed under individual authorship, this student and teacher reference is for use in high school classes of vocational agriculture. The content includes student problems of: (1) Battery Hydrometer Reading, (2) Distributor to Spark Plug Hookup, (3) Spark Plug and Engine Condition, and (4) Compression Test. Answer sheets are provided for each of the six assigned problems. The time allottment varies from 30 minutes per job to more than one hour per job. Additional references which are listed in the document should be utilized in teaching this unit. (DM)

VT 000 575
Johnson, George L.; Harrison, Farres A.
Farm Advertising and Salesmanship. Resource Unit.

Wisconsin Univ., Madison. Dept. of Agricultural and Extension Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov63 95p.

*STUDY GUIDES; *YOUNG FARMERS; ADULT LEVEL; GRADE 12; *FARM ADVERTISING INSTRUCTION; *FARM SALESMANSHIP INSTRUCTION

Improvement of promotion and sales is the objective of this guide for high school seniors in vocational agriculture and young and adult farmer classes. Subject matter is given for: (1) sales techniques, (2) farm naming, (3) farm letterheads, (4) sales letters, (5) classified ads, (6) displays, (7) exhibits, (8) farm signs, (9) regulations on selling and advertising, and (10) the farm office. The text of each of the 12 units is preceded by a study guide containing objectives, questions, resource material, and supplementary activities A partial listing of the state's statute chapters and titles and a bibliography of related literature are included. (JM)

VT 000 820
Student Teaching in Agricultural Education; A Guide for Student Teachers.

North Carolina Univ., Raleigh. State Univ. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May64 19p.

*STUDENT TEACHERS; *STUDENT TEACHING; *MANUALS; *VOCATIONAL AGRICULTURE; *TEACHER EDUCATION; COOPERATING TEACHERS; PRESERVICE EDUCATION; VOCATIONAL AGRICULTURE TEACHERS; PROGRAM DESCRIPTIONS; EVALUATION CRITERIA

This guide provides an overview of the student teaching program and some role expectations for student teachers, supervising teachers, principals, and college staff. The content includes a challenge to student teachers, a general plan of student teaching, evaluation, selection of student teaching centers, and placement in centers. The appendix contains some suggested areas of experiences, guidelines for planning experience programs, and a work sheet for student teaching plans. The document is mimeographed. (DM)

VT 001 009
Fuller, Gerald R.
Education for Agricultural Occupations. A Guide to High School Course Planning.

The Interstate Printers and Publishers, Danville, Ill.
DOCUMENT NOT AVAILABLE FROM EDRS.
Interstate Printers and Publishers, Inc., 19-27 North Jackson Street, Danville, Illinois 61832 ($1.00).
Pub Date - 65 47p.

*OFF FARM AGRICULTURAL OCCUPATIONS; *CURRICULUM GUIDES; *COOPERATIVE EDUCATION; *EDUCATIONAL PRINCIPLES

This curriculum guide, for use of teachers in vocational and technical courses in the secondary schools, outlines an effective procedure of selecting the agricultural content of most value in nonfarm agricultural occupations. Guiding principles for the programs are identified and include: (1) The objective is to prepare for entry and advancement in an industry, not just in a job, (2) There is a basic core of needed agricultural knowledge, (3) There is a basic core of needed knowledge about business operations, (4) Experience programs may include employment, observations, and supplementary experience, (5) Experience programs should emphasize education, not pay, (6) Experience programs should relate to instruction, (7) Experience programs should be planned by teacher, student, parents, and employer cooperatively, and (8) Experience programs should be supervised by the teacher of agriculture. The steps in developing the program, procedures for enrolling students, basic core of instruction, and basic agricultural experiences are described. Sample teaching plans include: objectives, interest approaches, anticipated decisions and difficulties, class activities, references, and teaching aids. They include the problem areas: (1) understanding experience programs, (2) arranging experience programs, (3) keeping progress records, (4) identifying employment requirements, (5) managing personal income, (6) analyzing business organization, (7) operating a firm, (8) obeying laws, (9) marketing products, (10) advertising and promoting products or services, (11) determining customer credit, and (12) financing a business. (JM)

VT 001 665
Martin, Robert R.
A Handbook for Prospective Students of Vocational Agriculture in Louisiana. Vo. Ag. Ed., no. 12.

Louisiana State Univ., New Orleans. School of Vocational Education
Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug66 38p.

*ORIENTATION MATERIALS; *VOCATIONAL AGRICULTURE; *COURSE DESCRIPTIONS; *HIGH SCHOOLS; EDUCATIONAL COUNSELING
LOUISIANA

This handbook contains orientation information for students considering enrollment in vocational agriculture. It was developed by a graduate student at Louisiana State University with assistance from the Louisiana State Department of Education. Information is presented on (1) the purposes of vocational agriculture, (2) the four year program of instruction, (3) the new program of non-farm agriculture, (4) the importance of production agriculture, (5) occupational information and opportunities, (6) development of occupational skills, (7) supervised experiences and record keeping, (8) the need of student planning, (9) the functions of guidance in the program of vocational agriculture, and (10) the Future Farmers of America Organization. Included are the study programs for the four years of vocational agriculture and a reference list of materials used to compile the handbook. (DM)

VT 006 502
Crops, Soils, and Fertilizers Resource Manual. Idaho Vo-Ed-73.

Idaho State Board for Vocational Education, Boise
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov63 120p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; FARM MANAGEMENT; *AGRONOMY; PLANT SCIENCE; SOIL SCIENCE; FERTILIZERS; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); *STUDY GUIDES
IDAHO

Developed by a committee of teachers, teacher educators, and state supervisors, this reference manual is for use in teaching a crops and soils cluster to high school students in the western United States. The content includes sections relating to: (1) crop planning, (2) cultural practices, (3) soil management, (4) plant pathology and bacteriology, (5) soil fertility, (6) entomology, (7) water utilization, and (8) wood lot and range management. Each section contains specified teaching units, suggested activities, and a list of teaching aids. The subject material contains illustrations and is suitable for reproduction for use by students. Teachers for this 104-hour course should be college graduates in agriculture. (DM)

VT 007 284
Manual and Suggestions for Beginning Student Teaching.

Wyoming Univ., Laramie. Dept. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 21p.

*STUDENT TEACHERS; *STUDENT TEACHING; *VOCATIONAL EDUCATION; PRESERVICE EDUCATION; *TEACHER EDUCATION; COLLEGE STUDENTS; *COOPERATING TEACHERS; MANUALS

This manual for use by student teachers in vocational education contains: (1) Suggestions for the Beginning Student Teacher, (2) Procedure for Professional Relationships, (3) Procedure for Classroom, Shop and Field Work, (4) General Instructions, (5) Suggestions to Supervising Teachers on Procedures with Student Teachers, and (6) Eight sample forms for use in the student teaching experience. (DM)

VT 007 328
Dalton, L.C., And Others
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.

MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 39p.

*VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *JOB SKILLS; HIGH SCHOOLS; *SCHOOL SHOPS; DEMONSTRATIONS (EDUCATIONAL); *LABORATORY PROCEDURES; TASK ANALYSIS

Developed by a state supervisor of agricultural education, these task descriptions are for use in high school vocational agriculture programs. After demonstrations on the part of the instructor, it is suggested that the job breakdowns be put under clear plastic covers and mounted near the various work areas so that students can refer to them as needed. The jobs are: (1) Grinding a Wood Chisel or Plane Iron, (2) Sharpening an Auger Bit, (3) Sharpening Axe and Hatchet, (4) Whetting a Plane Iron and a Wood Chisel, (5) Striking an Arc and Running a Flat Bead, (6) Running a Bead with Weaving Motion, (7) Butt Welding in a Flat Position, (8) Fillet Welding in Horizontal and Flat Positions, (9) Welding in Vertical Position, (10) Welding Stringer Bead in Overhead Position, (11) Welding Sheet Metal, (12) Welding Cast Iron, (13) Cutting Metal with a Mild Steel Electrode, (14) Building Up Worn Parts, (15) Brazing Sheet Metal, (16) Hard Facing, (17) Welding Pipe Tee Joint, (18) Building Up Edge of Tool, (19) Soldering Holes with a Single Carbon, (20) Lubrication of Tractor, (21) Servicing Clutch, Power Take Off, Power Lift and Brakes, (22) Servicing the Cooling System, (23) Maintenance of the Carburetor, (24) Maintenance of Ignition and Electrical System, and (25) Trouble Shooting. The recommended time allotment is 12 hours. (DM)

VT 007 329
Dalton, L.C.; Richardson, Joe A.
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations, To Be Offered to Students Enrolled in Vocational Agriculture in New Mexico.

MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 27p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *CAREER CHOICE; *OCCUPATIONAL INFORMATION; HIGH SCHOOLS; UNITS OF STUDY (SUBJECT FIELDS)

Developed by a state supervisor of agricultural education, this teaching guide is for use with vocational agriculture students studying a unit in agricultural occupations. The content includes: (1) Introduction and Motivation, (2) Getting Familiar with Occupational Opportunities in Agriculture, and (3) Planning for an Occupation in Agriculture. Each unit contains suggested activities, objectives, and teaching-learning activities. Supplementary material in this mimeographed document includes 17 pages of transparency masters and a 1-page guide for studying occupations in agriculture which is suitable for duplication. (DM)

VT 007 336
Student Teaching Manual for Vocational Agriculture.

Washington State Univ., Pullman. Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 33p.

*STUDENT TEACHERS; *STUDENT TEACHING; *MANUALS; *VOCATIONAL AGRICULTURE; *TEACHER EDUCATION; COOPERATING TEACHERS; PRESERVICE EDUCATION; COLLEGE STUDENTS

This manual was prepared by teacher educators and supervising teachers to assist student teachers in their field-experience program. The content includes: (1) general instructions, (2) keeping a notebook, (3) early training center activities, (4) general suggestions, (5) developing in the job, (6) teaching the first class, (7) lesson plan outline, (8) agricultural occupations, (9) progress report form, (10) final report form, (11) study guide, (12) suggestions for the high school principal, and (13) suggestions to the supervising teacher. The appendixes contain suggestions for observing classes and a checklist for evaluating classroom teaching. (DM)

VT 007 351
Student Teaching Manual.

California State Dept. of Education, Sacramento. Bureau of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 40p.

*STUDENT TEACHERS; *STUDENT TEACHING; *MANUALS; COLLEGE STUDENTS; *VOCATIONAL AGRICULTURE; *TEACHER EDUCATION; COOPERATING TEACHERS; PRESERVICE EDUCATION

Designed primarily for use by student teachers and supervising teachers in California vocational agriculture departments, this manual also is for use by administrators of local cooperating schools and by members of the state supervisory staff in agricultural education. The final draft of this publication resulted from the cooperative effort of supervising teachers, teacher educators, and state supervisors. The content includes: (1) a blank calendar of events, (2) instructions to the student teachers, (3) local department responsibilities, (4) a checklist of participating experiences, (5) report and evaluation forms, and (6) information for credential application. (DM)

VT 007 415
Student Teaching Manual.

New Mexico State Univ., Las Cruces. Agricultural and Extension Education Dept.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 46p.

*STUDENT TEACHERS; *STUDENT TEACHING; *MANUALS; *VOCATIONAL AGRICULTURE; *EXTENSION EDUCATION; TEACHER EDUCATION; COOPERATING TEACHERS; PRESERVICE EDUCATION; COLLEGE STUDENTS; VOCATIONAL AGRICULTURE TEACHERS; EXTENSION AGENTS

This mimeographed guide for student teaching contains: (1) Instructions for the Student Teacher, (2) Suggestions for the Supervising Teacher, (3) Check List of Participating Experiences for Student Teachers in Vocational Agriculture, (4) Reports and Evaluation, and (5) A Guide for Student Teachers in Directed Teaching in Agricultural Extension Education. Much of the material in this document was adapted from the Student Teaching Manual in California (VT 007 351). (DM)

VT 007 557
Krech, Emery, And Others
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

Minnesota Univ., St. Paul
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 17p.

*WORKBOOKS; *VOCATIONAL AGRICULTURE; *AGRICULTURAL ENGINEERING; *EQUIPMENT MAINTENANCE; FARM MECHANICS (OCCUPATION); *AGRICULTURAL MACHINERY; SECONDARY GRADES; POST SECONDARY EDUCATION; ILLUSTRATIONS
*FIELD MOWERS

Developed for high school students in vocational agriculture, this repair and maintenance workbook contains sections on: (1) Selection of Mowers, (2) Machine Parts and Functions, (3) Operation and Adjustments, (4) Repairs and Adjustments, (5) Safety, and (6) Seasonal Storage and Care. Each lesson contains objectives and study and discussion questions and is illustrated with line drawings. This workbook should be used in conjunction with "Selection and Maintaining Field Mowers," by the American Association of Agricultural Engineering and Vocational Agriculture, which appeared in AIM, Winter, 1968 as VT 006 583, and a fact sheet prepared by the University of Minnesota. (DM)

VT 007 559
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.

Illinois State Univ., Normal. Dept. of Agriculture
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 54p.

*STUDENT TEACHING; *MANUALS; *AGRICULTURAL EDUCATION; *PRESERVICE EDUCATION; *TEACHER ORIENTATION; SCHOOL ACTIVITIES; VOCATIONAL AGRICULTURE TEACHERS; TEACHER RESPONSIBILITY; TEACHER EDUCATION; COOPERATING TEACHERS; STUDENT TEACHERS; TEACHER EVALUATION
ILLINOIS

This handbook was prepared to help supervising and student teachers organize their activities during the summer student teaching experience program in vocational agriculture. The content includes: (1) participating experiences, including getting established, discovering community needs, developing a community program, teaching day groups, teaching adult classes, advising youth organizations, guidance of students, administering a department, and improving professionally; (2) agricultural skills and abilities for prospective teachers; (3) general directions; and (4) fifteen forms for use in summer experience and student teaching. The document is mimeographed. (DM)

VT 007 596
Manual for Student Teachers in Agricultural Education. Agricultural Education Series, v1 n1.

Missouri Univ., Columbia.
Missouri State Dept. of Education, Jefferson City. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 50p.

*MANUALS; *STUDENT TEACHING; *AGRICULTURAL EDUCATION; *PRESERVICE EDUCATION; *TEACHER EDUCATION; STUDENT TEACHERS; COOPERATING TEACHERS; TEACHER RESPONSIBILITY; TEACHER ORIENTATION; TEACHER EVALUATION; SCHOOL ACTIVITIES; EDUCATIONAL POLICY
MISSOURI

Prepared to assist supervising teachers in interpreting their duties and responsibilities in vocational agriculture to the student teacher, this manual is to be used as a general guide by supervising and student teachers in planning the program of student teaching in their schools. The content includes: (1) Professional Ethics for Teachers of Vocational Agriculture, (2) Suggestions for the Student Teacher, (3) Suggestions for the Supervising Teacher, (4) A Check List of Student Activities and Experiences, (5) Forms and Reports to be Completed by the Supervising Teacher, and (6) Forms and Reports to be Completed by the Student Teacher. (DM)

VT 007 597
Handbook for Student Teachers in Vocational Agriculture.

Wisconsin State Univ., River Falls. Coll. of Agriculture
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 26p.

*STUDENT TEACHERS; *STUDENT TEACHING; *MANUALS; *VOCATIONAL AGRICULTURE; *PRESERVICE EDUCATION; TEACHER EDUCATION; TEACHING GUIDES; COOPERATING TEACHERS; AGRICULTURAL EDUCATION; TEACHER ORIENTATION; TEACHER EVALUATION; TEACHER RESPONSIBILITY; SCHOOL ACTIVITIES
WISCONSIN

Designed to give student teachers a clear understanding of the student teaching program in vocational agriculture at the Wisconsin State University in River Falls, this handbook contains: (1) the objectives of student teaching, (2) an outline of the student teaching program, (3) a description of relationships during student teaching, (4) essential components of effective student teaching, (5) evaluation of the student teacher, and (6)duties and responsibilities of vocational agriculture teachers. This mimeographed document contains the necessary forms for lesson planning, student teacher observation, and student teacher evaluation. (DM)

VT 007 601
Guide for Summer Experience for Student Teachers in Agricultural Education.

Maryland Univ., College Park. Dept. of Agricultural and Extension Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 25p.

WORKBOOKS; *MANUALS; *AGRICULTURAL EDUCATION; *STUDENT TEACHERS; TEACHER ORIENTATION; SCHOOL ACTIVITIES; *STUDENT TEACHING; *SUMMER PROGRAMS; TEACHER EDUCATION; RECORDS (FORMS); TEACHER EVALUATION
MARYLAND

This guide for summer experience is an adaptation of one used by student teachers at North Carolina State College. Included are suggested experiences to be gained by a student teacher as he works with a supervising teacher during the week prior to the opening of school and during the first week of school. Forms to be completed by students include: (1) a community survey, (2) number enrolled in agriculture, (3) supervised occupational experience programs in agriculture, (4) record of supervisory visits, (5) meetings attended, (6) evaluation of their week's experience, (7) report of first week of school experiences, (8) course calendar for first year class, (9) major teaching objectives for first year class, (10) lesson planning for high school boys, and (11) suggestions for improving the program of summer practice. (DM)

VT 007 647
Using the Illinois Farm Record Book.

Illinois Univ., Urbana. Vocational Agriculture Service
MF AVAILABLE IN VT-ERIC SET.
Vocational Agriculture Service, 434 Mumford Hall, University of Illinois, Urbana, Illinois 61801 ($0.25).
Pub Date - 68 20p.

*SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; *FARM ACCOUNTS; *RECORDS (FORMS); SECONDARY GRADES; POST SECONDARY EDUCATION; ADULT FARMER EDUCATION
ILLINOIS; *ILLINOIS FARM RECORD BOOK

Developed under individual authorship with approval of the subject matter department, this production agriculture reference is for use with high school and adult students. The content includes sections on: (1) How Is the Illinois Farm Record Book Organized, (2) Keeping Records in the Illinois Farm Record Book, (3) Summarizing Records, and (4) Obtaining Analysis Measures. Teachers should be competent in general agriculture and students should have an agricultural interest and occupational objective. Students may use this material as a text reference for a 2-to-6-hour unit. The information provided applies to the Illinois Farm Record Book. This book is based on a problem available from Vocational Agriculture Service. (DM)

VT 007 698
Urbanic, Charles, Ed.
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.

Texas Education Agency, Austin
Texas A and M Univ., College Station
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($3.00).
Pub Date - 68 220p.

*TEACHING GUIDES; *CURRICULUM GUIDES; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *VOCATIONAL AGRICULTURE; PLANT SCIENCE; GRADE 11; GRADE 12; PROJECT TRAINING METHODS; TRANSPARENCIES; INSTRUCTIONAL AIDS; UNITS OF STUDY (SUBJECT FIELDS)

This teacher handbook was prepared and tested by vocational agriculture teachers attending a summer workshop on ornamental horticulture. Its purpose is to aid teachers in lesson planning by presenting a 6-week course in ornamental horticulture for high school juniors or seniors in vocational agriculture. The contents cover: (1) classification of plants, (2) plant growth, development, structure, propagation, and care, (3) control of plant pests and diseases, (4) production of floral and nursery crops, (5) lawn care and landscaping, and (6) business and sales procedures. References and suggested questions and activities are included in each chapter. The last section of the handbook is made up of drawings, diagrams, and charts which may be reproduced for transparencies or as other instructional materials. (AW)

VT 008 045
Petroelje, Lloyd
Pruning Ornamental Shrubs.

California State Polytechnic Coll., San Luis Obispo
California State Dept. of Education, Sacramento
DOCUMENT NOT AVAILABLE FROM EDRS.
Vocational Education Productions, California State Polytechnic College, San Luis Obispo, California 93401 (set of manual, filmstrip and recorded narration, $9.95).
Pub Date - 16p.

*VOCATIONAL AGRICULTURE; *ORNAMENTAL HORTICULTURE; *ORNAMENTAL HORTICULTURE OCCUPATION; *MANUALS; SECONDARY GRADES; *FILMSTRIPS; AUDIOVISUAL AIDS; INSTRUCTIONAL FILMS
*PRUNING

Developed in the Department of Ornamental Horticulture, this high school vocational agriculture filmstrip, illustrated script, and tape narration is for use in reinforcing classroom teaching and independent study. The content includes the need for pruning, how to prune, equipment for pruning, types of pruning, and necessary decisions to be made. Pruning decisions were listed as: (1) objective, (2) best time, (3) type needed, (4) where to cut, and (5) how to cut. The script includes photographs of the 52 frames in the filmstrip. Approximately 20 minutes should be allotted for showing the filmstrip as part of an ornamental horticulture unit. These resources are available individually or as a set from the source listed above. (DM)

VT 008 061
Julson, Earl E.
Source Unit on Farm Machinery Management.

Colorado State Univ., Denver. Vocational Agriculture Section
MF AVAILABLE IN VT-ERIC SET.
Department of Vocational Education, Agriculture Education Section, Colorado State University, Fort Collins, Colorado 80521 (no charge).
Pub Date - May65 27p.

*RESOURCE UNITS; *VOCATIONAL AGRICULTURE; *YOUNG FARMER EDUCATION; *ADULT FARMER EDUCATION; *FARM MANAGEMENT; DECISION MAKING; ECONOMICS; UNITS OF STUDY (SUBJECT FIELDS)
FARM MACHINERY MANAGEMENT

Developed and compiled in cooperation with agricultural engineers, professors, and economists, this unit is designed for use by teachers with advanced high school vocational agriculture students, young farmers, or adult farmers. It is aimed primarily toward preparing students for decision-making and effective management of farm machinery, including business management, operating management, and maintenance management. The content includes: (1) decisions and problems facing farmers in farm machinery management, (2) teaching objectives, (3) suggested learning experiences and approved practices concerning farm machinery management, and (4) a 17-page list of related references. (AW)

VT 008 250
Adams, Jerry; Hargrave, L.M.
Workbook of the Parliamentary Guide for Future Farmers of America.

Texas Technological Coll., Lubbock. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843 ($.30).
Pub Date - 45p.

*WORKBOOKS; *VOCATIONAL AGRICULTURE; SECONDARY GRADES; *STUDENT ORGANIZATIONS; *LEADERSHIP TRAINING; YOUTH CLUBS; *PARLIAMENTARY LAW; YOUTH LEADERS; UNITS OF STUDY (SUBJECT FIELDS)
*FUTURE FARMERS OF AMERICA; FFA

Written and classroom tested by vocational agriculture teachers, this student workbook is for use in high school vocational agriculture classes. The purpose of the workbook is to aid teachers and sponsors of agricultural youth clubs in teaching parliamentary procedures. The content consists of a collection of tests and exercises on parliamentary law, including questions on: (1) parliamentary procedures and practices, (2) classification and order of precedence of motions, (3) making motions, (4) amendments, (5) points of order, and (6) adjournment. The proposed course length is 4 to 6 weeks. The workbook is keyed for use with the text, "Parliamentary Procedure Guide for FFA," available from J.D. Gray, East Texas State Teachers College, Commerce, Texas. (AW)

VT 008 252
Page, Foy
Deer and Turkey Management.

Agricultural Education Teaching Materials Center, College Station, Tex.
MF AVAILABLE IN VT-ERIC SET.
Agricultural Education Teaching Materials Center, Texas Agricultural and Mechanical University, College Station, Texas 77843.
Pub Date - 68 43p.

*CURRICULUM GUIDES; TEACHING GUIDES; STUDY GUIDES; *VOCATIONAL AGRICULTURE; UNITS OF STUDY (SUBJECT FIELDS); *WILDLIFE MANAGEMENT; SECONDARY GRADES
*TEXAS; WILD TURKEY; WHITE TAILED DEER

Written and tested in the classroom by a subject matter specialist, this course outline is for use in Texas high school vocational agriculture classes, and is designed to aid in teaching wildlife management. The content includes sections on: (1) various factors influencing the Texas white-tailed deer and turkey population, (2) habits of the animals, (3) methods of censusing, (4) management practices, (5) objectives and methods of game management programs, and (6) general information on the animals. Lesson plans are suggested, and selected references and additional information sources are given. The outline is illustrated with photographs and drawings. The time allotment for the course is 2 weeks. (AW)

VT 008 627
Pennington, Don, Comp.
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

Indiana State Dept. of Public Instruction, Indianapolis. Agriculture Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.75).
Pub Date - Mar67 122p.

*PROGRAM GUIDES; *PROGRAM PLANNING; *COOPERATIVE EDUCATION; *VOCATIONAL AGRICULTURE; *OFF FARM AGRICULTURAL OCCUPATIONS; CURRICULUM GUIDES; GRADE 11; GRADE 12; PROGRAM DESIGN; RECORDS (FORMS); PROGRAM DEVELOPMENT; BIBLIOGRAPHIES

The primary objective of this handbook is to aid high school vocational agriculture teachers in organizing, developing, and conducting cooperative occupational experience programs in agricultural sales and service. The contents cover: (1) general information on cooperative agricultural sales and service occupations programs, (2) conducting local surveys, (3) selection and functions of a consultant committee, (4) planning public relations activities, (5) formulation of policies, (6) selection of students, (7) legal aspects of the program, (8) training center selection, (9) placement of students, (10) developing related instruction, (11) coordinating the program, (12) FFA activities, (13) overall program evaluation, and (14) record-keeping. The program may be set up as a 1-year course, with 180 class hours of related instruction, or as a 2-year course, with 360 related class hours; the guide recommends modification of the program by local teachers to meet community needs. Sample forms, letters, and applications, a glossary, and a bibliography are included. (AW)

VT 008 663
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming. Vo. Ag. Ed. No. 24.

Louisiana State Univ., Baton Rouge. School of Vocational Education
Louisiana State Dept. of Education, Baton Rouge. Vocational Education Div.
MF AVAILABLE IN VT-ERIC SET.
Vocational Agricultural Education Department, Louisiana State University, Baton Rouge, Louisiana 70803 (single copies without charge).
Pub Date - Jun68 113p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *FARM MANAGEMENT; LESSON PLANS; *AGRICULTURAL PRODUCTION; COURSE ORGANIZATION; SECONDARY GRADES; UNITS OF STUDY (SUBJECT FIELDS); *ECONOMICS

Developed by a graduate assistant in Agricultural Education and funded by the Vocational Division of the Louisiana State Department of Education, this teaching guide is for use by vocational agriculture teachers with a basic knowledge of agricultural economics in training prospective farmers. Designed for use in high schools and area vocational schools, the content is divided into 3 major subject areas: Becoming Established in Farming, Planning for Maximum Profits, and Special Conditions Affecting Farmers. The first section includes such basic aspects as getting started in farming, securing a farm, establishing goals, volume in the farm business, planning and financing the farm business, and keeping farm records and accounts. Some areas covered in Section II are inventorying, analyzing and improving farm business, planning cropping and livestock systems, planning the physical layout, beneficial utilization of farm machinery and labor, and marketing farm products. The third unit deals with legal problems of farmers, preparation of income tax and social security forms, agricultural organizations, and governmental agricultural agencies. Lesson plans are provided for each area which emphasize student participation and projects. Reference lists, tables, related texts, teaching aids, and lists of visual aids are included. (AW)

VT 008 764
Reproduction and Genetics in Farm Animals (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 15p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; LIVESTOCK; *BREEDING; INSTRUCTIONAL AIDS; SECONDARY GRADES
*GENETICS

Vocational agriculture teachers may use instructional aids produced from these 14 transparency masters in teaching animal reproduction and genetics to high school classes. Titles of transparencies include: (1) The Reproductive Organs of a Cow, (2) Reproductive Organs of the Bull, (3) Reproductive Organs of a Sow, (4) Reproductive Organs of the Boar, (5) Cow Ovary, (6) Rectal Palpitation to Determine Pregnancy, (7) Calf During Position of Parturition, (8) Embryological Freaks, (9) Schematic Drawing of a Pair of Chromosomes, (10) Inheritance of Horns in Cattle, (11) Sex Determination, and (12) Dwarfism. (DM)

VT 008 765
Animal Science--General (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Supervisor of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 69 8p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *CATTLE; SECONDARY GRADES; INSTRUCTIONAL AIDS; HISTORY

Vocational agriculture teachers may use instructional aids produced from these transparency masters in teaching animal science to high school classes. Seven slides are included to cover the history, zoological classification, and types of cattle. (DM)

VT 008 766
Swine (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 10p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *SWINE; SECONDARY GRADES; INSTRUCTIONAL AIDS

Vocational agriculture teachers may use instructional aids produced from these transparency masters in teaching animal science to high school classes. Titles are: (1) Relative Value of Feed Grain for Hogs Compared with Corn, (2) Nutrient Requirements for Swine in Percentage of Total Ration, (3) Parts of a Hog, (4) Wholesale Trim Cuts From One-Half of Typical 200 lb. Market Hog, (5) Ideal Meat-Type Hog of Today, (6) Common Faults of Swine, (7) Litter Identification with the Standard Ear-Notching System, (8) Feeder Pig Value Guide and (9) Wholesale Cuts of Pork. (DM)

VT 008 767
Breeding Livestock. (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 7p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *LIVESTOCK; *BREEDING; INSTRUCTIONAL AIDS; SECONDARY GRADES

Vocational agriculture teachers may use instructional aids produced from these transparency masters in teaching animal science to high school classes. Titles are: (1) Parts of a Steer, (2) Parts of a Hog, (3) Common Faults of Swine, (4) Ideal Meat--Type Hog of Today, (5) Deep Uterine Insemination, and (6) Artificial Vagina. (DM)

VT 008 771
Breed Identification (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 36p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *CATTLE; *SWINE; INSTRUCTIONAL AIDS; SECONDARY GRADES

These instructional aids were developed for use by vocational agriculture teachers in high school animal science classes. Included are 35 colored transparencies of the various cattle and swine breeds. State supervisors of agriculture education may obtain a copy of these materials for reproduction in their respective state. (EM)

VT 008 783
Hoover, Norman, And Others
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

French-Bray Printing Co., Baltimore, Md.
MF AVAILABLE IN VT-ERIC SET.
French-Bray Printing Company, Candler Building, Baltimore, Maryland 21202 ($.60).
Pub Date - 69 12p.

*TEACHING GUIDES; *VOCATIONAL AGRICULTURE; *FARM ACCOUNTS; *COOPERATIVE EDUCATION; *RECORDKEEPING; SUPERVISED FARM PRACTICE; SECONDARY GRADES

A national committee of teacher educators and supervisors developed this teaching guide for use in high school classes of vocational agriculture for instruction in keeping records on supervised occupational experience programs. Areas of discussion include: (1) What is Supervised Occupational Experience, (2) For Whom is Supervised Occupational Experience Intended, (3) What are Some Basic Principles to be Observed, (4) Locating and Approving Establishments for Cooperative Vocational Education Programs, (5) Plans for Getting Started in an Agricultural Occupation, (6) Where I Work, (7) My Occupational Experience Program Plans, (8) Summary of Improvement Projects, (9) Employment Agreement, and (10) Occupational Experiences and Financial Records. Examples of record entries and a reference list are included. This document is a revision of VT 001 589 and VT 001 590 (AIM Fall 1968). (DM)

VT 008 822
Animal Science - Breeding Livestock (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 15p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *BREEDING; POULTRY; LIVESTOCK; SECONDARY GRADES; INSTRUCTIONAL AIDS

Vocational agriculture teachers may use transparencies and student hand-outs produced from these 14 transparency masters in teaching animal reproduction to high school classes. Titles include: (1) Abnormal Calf Presentation, (2) Reproductive Organs of the Hen, (3) Reproductive Organs of the Rooster, (4) Parent Germ Cells, (5) Breeding Data on Domestic Animals, (6) Chick Development in the Egg, (7) Inbreeding, (8) Line Breeding, (9) Crisscrossing, (10) Crossbreeding, and (11) Upgrading. (DM)

VT 008 827
Johnson, Johnny M.; Webb, Earl S.
Why Not Choose a Career in Ornamental Horticulture?

Texas Agricultural and Mechanical Univ., College Station. Agricultural Experiment Station
Texas Occupational Research Coordinating Unit, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun69 8p.

*OCCUPATIONAL INFORMATION; *ORNAMENTAL HORTICULTURE OCCUPATION; *STUDY GUIDES; *VOCATIONAL AGRICULTURE; GROUP GUIDANCE; *OCCUPATIONAL GUIDANCE; CAREER CHOICE; SECONDARY GRADES
TEXAS

This publication was developed to provide information for persons considering a career in the ornamental horticulture field. Questions to consider before deciding on a career in the horticultural industry include: (1) Do you like to work with plants, (2) Are you willing and physically able to work hard for long hours, (3) Is the beginning wage more important than achieving a long-range goal, (4) Do you have the proper attitude, and (5) Do you like to work with people. Sections include: (1) Investigate for yourself, (2) Preparing for the Occupation, (3) Wages and Hours, (4) Fringe Benefits, and (5) On-the-Job Training. Vocational agriculture teachers may use this material with high school classes to assist students in making their occupational choice. (DM)

VT 008 828
Knotts, C. Don; Webb, Earl S.
Why Not Be a Farm Tractor and Implement Partsman?

Texas A and M Univ., College Station. Agricultural Experiment Station
Texas Occupational Research Coordinating Unit, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun69 8p.

*OCCUPATIONAL INFORMATION; *AGRICULTURAL MACHINERY OCCUPATIONS; *STUDY GUIDES; SECONDARY GRADES; CAREER CHOICE
*VOCATIONAL AGRICULTURE; GROUP GUIDANCE; *OCCUPATIONAL GUIDANCE
TEXAS

This publication was developed as part of a research project to provide occupational information about the agricultural machinery partsman and to suggest realistic means of gaining exploratory experience in the occupation. The need for well-qualified partsmen was documented in a study by the Texas Education Agency; more than 50 percent of the farm machinery managers interviewed stated that partsmen were in extremely short supply. Some questions to consider before choosing this area as an occupation include: (1) Do you have the interest, aptitude and proper attitude to succeed, (2) Are you willing to obtain experience in parts departments through observation and part-time employment, (3) Do you understand the working conditions of a partsman, (4) What type of training program will best prepare you to be a partsman, (5) What are the wages and hours of people employed as partsmen, (6) What are the advancement opportunities, (7) What are the fringe benefits, and (8) What are the training opportunities. Vocational agriculture teachers may use reference in teaching agricultural occupations to high school students. (DM)

VT 008 933
Animal Science (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.

State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 27p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *AGRICULTURAL PRODUCTION; *ANIMAL SCIENCE; LIVESTOCK; POULTRY; SECONDARY GRADES; INSTRUCTIONAL AIDS; STATISTICAL DATA
*SOUTH CAROLINA

Developed by a teacher and teacher trainer in cooperation with a vocational education media center, these 26 transparency masters may be used by teachers of agriculture in teaching high school students in production agriculture. Instructional aids in animal science which may be developed from these masters include: (1) the history of swine, (2) farm animal terminology, (3) gross income and production of dairy cattle, chickens, broilers, swine, and beef cattle, (4) per capita consumption of selective livestock products, (5) percentage of cash receipts from farming, (6) consumption and production of pork and beef, (7) livestock goals for South Carolina, (8) value of livestock products projections, and (9) crop land and its usage in South Carolina. (DM)

VT 008 934
Feeds and Feeding (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 26p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *FEEDS; *NUTRITION; AGRICULTURAL PRODUCTION; SECONDARY GRADES; INSTRUCTIONAL AIDS

Teachers of vocational agriculture may use these transparency masters in developing instructional aids for high school classes studying basic principles of animal science. The 21 illustrations cover: (1) nutritive content of animal bodies and products, (2) Morrison's feeding standard, (3) daily requirements of dairy cattle (4) the nutritive value of grain, (5) the nutritive value of roughages, (6) nutrients, (7) water, (8) carbohydrates, (9) fats, (10) protein, (11) minerals, (12) vitamins, (13) simple circulatory system, and (14) THE DIGESTIVE SYSTems of poultry, pig and man, and cattle, (DM)

VT 008 935
Animal Science, Insects and Parasites (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 12p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *ENTOMOLOGY; *PARASITOLOGY; SECONDARY GRADES; INSTRUCTIONAL AIDS

Vocational agriculture teachers may use these transparency masters in developing instructional aids for use in high school classes. The eight titles are: (1) Growth Schemes by Which Insects Mature, (2) Parasite Control, (3) Life Cycle of the Stomach Worms, (4) Life Cycle of the Horn Fly, (5) Life History and Habits of the Large Intestinal Roundworm, (6) Life History and Habits of Coccidia, (7) Large Roundworms and Cecal Worms, and (8) Life Cycle of Common Red Chicken Mites. (DM)

VT 008 936
Animal Science - Health (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 11p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; SECONDARY GRADES; INSTRUCTIONAL AIDS; *DISEASES; *DISEASE CONTROL; HEALTH

Developed by a teacher and teacher educator in cooperation with a vocational education media center, these transparency masters are for use by agriculture teachers in developing instructional aids for high school classes of production agriculture. These 10 masters on animal science health have such titles as: (1) Normal Body Temperatures of Domestic Animals, (2) Causes of Disease, (3) Cattle Diseases, (4) Swine Diseases, (5) Poultry Diseases, (6) Disease Control, and (7) Disease Symptoms. (DM)

VT 008 958
Breeding Livestock (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 14p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *ANIMAL SCIENCE; *POULTRY; *LIVESTOCK; SECONDARY GRADES; INSTRUCTIONAL AIDS; ANATOMY

High school vocational agriculture teachers may use these 12 transparency masters in developing instructional aids in animal science. Titles of transparencies include: (1) Internal Organs of Poultry, (2) Parts of a Dairy Cow, (3) Internal Organs of the Cow, (4) Parts of Single-Comb White Leghorns, (5) Skeleton of a Fowl, (6) Lard-Type Hog, (7) Ideal Meat-Type Hog of Today, (8) Leghorn, and (9) White Plymouth Rock. (DM)

VT 008 984
Statistics-Census (Transparency Masters).

Clemson Univ., S.C. Dept. of Agricultural Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Agricultural Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of agricultural education).
Pub Date - 68 63p.

*TRANSPARENCIES; *VOCATIONAL AGRICULTURE; *STATISTICAL DATA; *RECORDS (FORMS); *AGRICULTURAL TRENDS; CENSUS FIGURES; AGRICULTURAL PRODUCTION; SECONDARY GRADES; INSTRUCTIONAL AIDS
*SOUTH CAROLINA

Vocational agriculture teachers may use instructional aids developed from these transparency masters in teaching high school classes. The 62 masters provide statistical data for the state of South Carolina and blank forms so the local teacher may fill in figures relating to his local county. Included are data relating to: (1) the size and number of farms, (2) trends in farm size, (3) types of farms, (4) utilization of farm land, (5) major characteristics of farm operators, (6) major sources of farm income, (7) number of livestock, (8) range in non-farm income, (9) livestock production, and (10) crop production. (DM)

VT 009 035
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 25p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *AGRICULTURAL MACHINERY OCCUPATIONS; *FARM MECHANICS (OCCUPATION); *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as farm machinery operators and dairy equipment operators. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 315 to 420 clock hours are outlined. (AW)

VT 009 051
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 32p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *FARM OCCUPATIONS; *FARM LABOR; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as general farmhands, dairy farmhands, sugar cane farmhands, and poultry farmhands. Brief descriptive information and a topic outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Courses range in length from 210 to 800 clock hours. (AW)

VT 009 252
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 35p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *FARM OCCUPATIONS; *FARMERS; *ADULT FARMER EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as farmers, dairy farmers, truck farmers, and tobacco farmers are given. Prepared by training agencies under provisions of the MDTA, these outlines present brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. The examples of training plan outlines illustrate courses ranging in length from 260 to 2,040 clock hours. (AW)

VT 009 272
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 73p.

*CURRICULUM GUIDES; *AGRICULTURAL EDUCATION; *NURSERY WORKERS (HORTICULTURE); *GROUNDS KEEPERS; *ORNAMENTAL HORTICULTURE OCCUPATION; FORESTRY AIDES; FLORIST WORKERS; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS; ADULT VOCATIONAL EDUCATION; ORNAMENTAL HORTICULTURE
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as landscape gardeners, nurserymen, groundskeepers, floral designers, greenhouse florists, arborists, and forestry aides are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course include: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. The training plan outlines illustrate courses ranging in length from 240 to 2,600 clock hours. (AW)

BUSINESS AND
OFFICE EDUCATION
SECTION

VT 001 348
Neft, Tillie
Office Procedures: A Teacher's Manual.

California State Dept. of Education, Sacramento
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 95p.

*BUSINESS EDUCATION; *OFFICE PRACTICE; *TEACHING GUIDES; SECONDARY GRADES; BIBLIOGRAPHIES; *OFFICE OCCUPATIONS; OCCUPATIONAL INFORMATION; JOB SKILLS

This guide is for teacher use in conducting a 1-semester office-practice course for high school students. It was developed by a business education teacher with funds from the Manpower Development and Training Act. The content objectives are to develop in students the basic skills needed in entry office jobs, teach students to check the accuracy of their work and evaluate their progress, and instruct students in the etiquette and personal traits of behavior required in a business office. Units are: (1) Today's Office, (2) Business Forms, (3) Office Supplies, (4) Sources of Information, (5) Use of Telephone Equipment, (6) The Receptionist's Job, (7) Telegraph Equipment and Services, (8) Handling of Mail, and (9) The Job. Each unit contains an outline of instructional areas, a list of suggested activities, references and aids, and a number of audio-visual aids. The material is geographically adaptable to all regions and is designed for small group instruction. (MM)

VT 001 971
Business Law 11 or 12.

Rochester City School District, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 52p.

*TEACHING GUIDES; *BUSINESS SUBJECTS; *SLOW LEARNERS; *HIGH SCHOOL CURRICULUM; COURSE OBJECTIVES; COURSE CONTENT
*BUSINESS LAW; UNIFORM COMMERCIAL CODE; NEW YORK

This course outline is for teacher use in conducting a course for high school juniors and seniors in business law. It was developed by teachers at the local level with the assistance of consultants. The content objectives are to instruct at varying levels of mastery and acquaintance in the following areas: contracts, bailments, sales, insurance, and employment and agency. The course was designed for 80 hours of instruction to be conducted over 20 weeks with 47 minutes per class five days per week. The teacher competency requirement is for certified business teachers and the student selection criteria specifies that students must be slow learners. A list of suggested audio-visual materials is included. (CH)

VT 002 739
Better Office Skills and Service, Student Manual.

Communications and Office Skills Training Center, Washington, D.C.
Civil Service Commission, Washington, D.C. Bureau of Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 120p.

WORKBOOKS; *STUDY GUIDES; *OFFICE PRACTICE; *CLERICAL OCCUPATIONS; *GOVERNMENT EMPLOYEES; *SKILL DEVELOPMENT; SEMINARS; ADULT VOCATIONAL EDUCATION

This study guide was designed to provide reference material and practical application of subjects covered in a seminar workshop for clerical employees in a federal office. The workshop objectives are to provide clerical employees with the opportunity to refresh, update, and build their clerical abilities and to increase the value of the clerical employee. Sessions are: (1) Time to Recognize Your Clerical Role, (2) Now is the Time to Manage Your Paperwork, (3) Take Time to be a Government Ambassador, (4) Proper Telephone Habits All of the Time, (5) Time to Improve Your Grammar, (6) Time Studying and Refreshing Your Skills and Style Practices, (7) Time to Practice Proper Human Relations, and (8) Clerical Competence All the Time. (MM)

VT 005 440
Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.

Texas Education Agency, Austin
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 35p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *TYPEWRITING; HIGH SCHOOLS; JUNIOR HIGH SCHOOLS

This course guide is for teacher use in planning typewriting courses for grade 8, typing I, and typing II in junior high and high school. It was developed by a writing committee of the Texas Business Education Association at the secondary and college level and was tested in the classroom before publication. Included for each of the three courses are: (1) Course Description, (2) Specific Objectives, (3) Suggested Content and Sequence, (4) Suggested Teaching Procedures, (5) Suggested Evaluation Procedures, (6) Suggested Time Schedules and Standards, (7) Classroom Equipment, Materials, and Supplies, and (8) Supplementary Materials. The teacher should be certified to teach typewriting. The courses are designed for both personal use and pre-vocational training. (MM)

VT 005 917
Cook, Fred S.
Secretaries on the Spot.

National Secretaries Associations (International), Kansas City, Mo.
DOCUMENT NOT AVAILABLE FROM EDRS.
The National Secretaries Association, 1103 Grand Avenue, Suite 410, Kansas City, Missouri 64106 ($5.00).
Pub Date - 67 253p.

*CASE STUDIES (EDUCATION); *SUPPLEMENTARY TEXTBOOKS; *COMMUNICATION PROBLEMS; *BUSINESS EDUCATION; *HUMAN RELATIONS; *SECRETARIES; ACHIEVEMENT TESTS; ANSWER KEYS; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; OFFICE MANAGEMENT; CLERICAL OCCUPATIONS

Problem situations with solutions provided by members of The National Secretaries Association (International) are for experienced and future secretaries who wish to refine their human relations skills and learn to analyze and solve people-caused problems. Major chapters are: (1) Using the Case Method, (2) Human Relations, containing 24 cases, (3) Communications, containing 15 cases, (4) Office Records, containing 15 cases, (5) Office Organization, containing 11 cases, (6) Secretarial Problems, containing 11 cases, (7) The New Job, containing eight cases, and (8) Additional Office Situations, containing 60 problems. Suggestions for the teacher, achievement tests, and a bibliography are included. (MM)

VT 006 189
Bookkeeping, Cycle I.

Idaho State Dept. of Education, Boise. Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Idaho State Board for Vocational Education, Business Education Division, 518 Front Street, Boise, Idaho 83702 (copies available without charge).
Pub Date - nd 21p.

*INDIVIDUAL INSTRUCTION; *OFFICE OCCUPATIONS EDUCATION; *BOOKKEEPING; SECONDARY GRADES; *WORKBOOKS; PROJECT TRAINING METHOD; *CLERICAL OCCUPATIONS; COOPERATIVE EDUCATION; ASSIGNMENTS; ACCOUNTING

This workbook is for teacher use in providing a basic knowledge of accounting for students enrolled in the high school office practice class, either cooperative or project method. It was developed and tested by a graduate student under the supervision of a teacher educator. Units are: (1) Balance Sheet Transactions, (2) T Accounts, Debit and Credit, (3) Income Statement and Closing, (4) Journalizing, Post and Trial Balance, (5) Worksheet, (6) Proving Cash Bank Deposits, Bank Statement Reconciliation, Petty Cash, and (7) Payroll Records and Payroll Taxes. The material is to be used by the student as individual assignments using bookkeeping and accounting textbooks as references. The teacher should have a basic knowledge of accounting and the material can be covered in 4 to 6 weeks, 1 hour per day. (MM)

VT 006 190
Organizing the Office Practice Course.

Idaho State Board for Vocational Education, Boise. Business and Distributive Education Div.
MF AVAILABLE IN VT-ERIC SET.
Vo-Ed No. 102
Pub Date - 66 34p.

*PROGRAM GUIDES; CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE PRACTICE; SECONDARY GRADES; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

This program guide provides a suggested organizational plan for office practice courses in high schools. Section I, Organizing the Office Practice Course, and Section III, Reference Sources, were reproduced by permission of McGraw-Hill Book Company, Inc. Section II, Units of Instruction, was taken from the Office of Education, United States Department of Health, Education, and Welfare publication "A Suggested Curriculum Guide for Computing and Accounting Office Occupations." Section I contains recommendations relating to course content, scheduling a course, scheduling classes, patterns of class organization, and adapting to situations. Section II provides Hours Required, Description, Teaching Tips, Topic Outline, and Texts and Other Teaching Materials for two office practice courses. Section III cites 47 references and eight visual aids. (MM)

VT 006 222
Business Organization.

Rochester City School District, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 36p.

*BUSINESS EDUCATION; *TEACHING GUIDES; GRADE 11; GRADE 12; *MANAGEMENT; *OCCUPATIONAL INFORMATION; *ECONOMICS

This guide is for teacher use in planning a course for juniors and seniors in business organization in the high schools. It was developed by a business teacher and supervisors at the local level. The content objectives are to give the student a knowledgeable background of the elements of business organization and management. The functions, economic services, and organization and management aspects of American business are emphasized. Units are: (1) American Business, (2) Business Opportunities, (3) Forms of Business, (4) Business Management, (5) Appraisal of Locations for Business, (6) Purchasing, (7) Finance, (8) Production Management, (9) Advertising, (10) Marketing and Distribution, (11) Credits and Collections, (12) Personnel, and (13) Government Regulation. Each unit includes the purpose, suggested content, and suggested activities. The teacher should be a certified business teacher. Estimated time for the use of this mimeographed material is 80 hours. (MM)

VT 006 397
Schweet, Ray G.
Business Education in the Secondary School.

Delaware State Dept. of Public Instruction, Dover
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr66 36p.

*CURRICULUM GUIDES; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; TYPEWRITING; STENOGRAPHY; CLERICAL OCCUPATIONS; BOOKKEEPING; SECONDARY GRADES; WORK EXPERIENCE PROGRAMS; BUSINESS EDUCATION; COOPERATIVE EDUCATION

This set of guidelines is presented as an aid to those who administer, supervise, and teach courses in the field of business education. It was designed by a state supervisor of business education and office occupations and was based on information gained from an informal business and industry survey, and interviews with teachers and department heads of business education. It is intended for use in program planning and operation of work experience programs at the high school level. Topics discussed include the philosophy and objectives of business education, suggested programs in business education, explanation of course sequences in stenographic, bookkeeping, and clerical programs, and types of work experience programs. A student application for office occupations and office occupations training plan are appended. (CH)

VT 006 720
Secretarial Training Program Report.

CPI Community Action Inst., New Haven, Conn.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 24Mar68 15p.

*ADULT EDUCATION; *SECRETARIES; *PROGRAM DESCRIPTIONS; *CHANGING ATTITUDES
*COMMUNITY ACTION INSTITUTE, HARTFORD, CONNECTICUT

This document is a report of a secretarial training program conducted by The Community Action Institute for 10-15 secretaries of the Community Renewal Team. The training dealt specifically with the role of the secretary in office skills and personal attitudes useful in their work. The training program, consisting of consultant presentations, training films, group discussions, role playing, training slides, and distribution of a secretarial manual, was held 2 hours a day once a week for a period of 6 weeks. Included in the document is a schedule of the training program, and the manual which was prepared for secretaries in this training program. (MM)

VT 006 731
Pieslak, Raymond F.
About Typewriting.

New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Jul68 178p.

*SUPPLEMENTARY TEXTBOOKS; SECONDARY GRADES; REFERENCE BOOKS; *OFFICE OCCUPATIONS; *TYPEWRITING; *DEAF EDUCATION; *SLOW LEARNERS

Developed at the state level and pilot tested in the state school for the deaf, the manual is intended for the use of deaf students or slower learners in high school as a text or reference book. Lessons may be taught in any sequence. Units are: (1) Things to Know Before You Start Typewriting, (2) Measurements You Should Know in Typing, (3) Parts of the Typewriter, (4) Signs and Symbols, (5) Centering, (6) Envelopes, (7) Postal Cards and Memorandums, (8) Word Division, (9) Personal Business Letters, (10) Tabulation, (11) Rough Draft Symbols, (12) Number Guides, (13) Outlines, (14) Manuscripts, and (15) Business Letters. Supplementary materials include a typewriting vocabulary, meanings and uses of abbreviations, and an achievement test for each unit. (JK)

VT 007 176
Ernest, John W.
How To Teach Business Subjects.

California State Dept. of Education, Sacramento. Bureau of Business Education
California Univ., Los Angeles. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - nd 120p.

*BUSINESS EDUCATION; *ADULT EDUCATION; TEACHING METHODS; TEACHING PROCEDURES; *BUSINESS EDUCATION TEACHERS; BEGINNING TEACHERS; *TEACHER EDUCATION; COMMUNITY COLLEGES; *TEACHING GUIDES; BIBLIOGRAPHIES

This handbook is to assist new and inexperienced adult educators to acquire the essentials of good teaching and was developed by a successful adult educator in business education. The content objectives are to develop skills in organizing and presenting instructional material, as well as the preparation and use of tests and evaluation of the results of teaching. Units are: (1) The Learning Process, (2) Getting Ready to Teach, (3) Lesson Planning, (4) How to Teach, (5) How to Teach Discussion Classes, (6) How to Conduct a Conference Discussion, (7) How to Conduct a Panel Discussion, (8) How to Teach Classes Where Members Learn by Doing, (9) How to Use Role Playing and Practice Sales Demonstrations, (10) How to Improve Your Teaching with Visual Aids, and (11) How to Use Tests. The new teacher should be competent in the business subject-matter areas. (MM)

VT 007 193
Musselman, Vernon A., And Others
Office Practice. Curriculum Guide.

Kentucky State Dept. of Education, Frankfort. Div. of Business and Office Education
MF AVAILABLE IN VT-ERIC SET.
State Office Building, State Department of Education, Division of Vocational Business Education, Frankfort, Kentucky 40601 (single copies without charge).
Pub Date - Sep66 113p.

*BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; OFFICE PRACTICE; OFFICE MACHINES; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION

This curriculum guide for vocational business teachers was developed in a summer workshop under the direction of an individual author to provide a general guide for course planning in senior high schools and vocational schools. Units of study described include: (1) Filing, (2) Job Applications, (3) Machines, (4) Data Processing, (5) Duplicating, (6) Payroll, (7) Communications, (8) Receptionist, (9) Personality Development, (10) Handling Mail, and (11) Case Problems. General objectives include: (1) development of skills and knowledge in general courses prerequisite to business education, in specific subject matter, such as mathematics and business English, and in vocational competency, (2) familiarization with office atmosphere, good office layout, and the importance of economy and efficiency in office employment, and (3) development of personality traits that will aid the student in understanding the requirements of employment, stimulate his initiative, and aid him in adapting to a changing world. Minimum equipment and sample rotation plans for teaching the units of study are provided. The teacher using this material needs training in business and business education for teaching high school juniors and seniors and adults. Materials, supplies, and references are suggested with each unit. (MU)

VT 008 057
Manual for USES Clerical Skills Tests.

Manpower Administration (DOL), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C., 20402 (L7.25/3:C59, $.40).
Pub Date - Mar68 59p.

*BUSINESS EDUCATION; PERFORMANCE TESTS; *NATIONAL COMPETENCY TESTS; STENOGRAPHY; *CLERICAL OCCUPATIONS; SPELLING; SECONDARY GRADES; *RESOURCE MATERIALS
*USES CLERICAL SKILLS TESTS

This document is a major updating and modernization of the U.S. Employment Service Performance Proficiency Test of skills for clerical occupations resulting from research done by the Cooperative Federal State Test Research Program. The content of the new typing test and dictation test included in this manual is based upon actual samples of current correspondence typical of that prepared by clerical workers in a variety of organizations, including manufacturing, finance, education, trade, professional services, transportation, insurance, public utilities, and government. The dictation tests are in a new, easily scored true-false format. Revised spelling tests and new medical and legal spelling tests are also included. The norms for each of the tests are based upon representative national samples of workers who are presently employed in the occupations in which the skill being tested is most significant. (MM)

VT 008 249
A Suggested Curriculum Guide for Typing and Related Occupations.

South-Western Publishing Co., Cincinnati, Ohio
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Department of Business Education, Turner Hall, Illinois State University, Normal, Illinois 61761 ($.50).
Pub Date - 67 120p.

*BUSINESS EDUCATION; *TYPEWRITING; *CURRICULUM GUIDES; *OFFICE PRACTICE; SECONDARY GRADES; *OFFICE OCCUPATIONS; BIBLIOGRAPHIES; INSTRUCTIONAL AIDS

This curriculum guide is for teacher use in planning a course in vocational typing and related occupations for high school students. It was developed at the national level and tested by state supervisors in various states. The content objectives are to train office personnel in needed competencies. Units are: about the the Curricula, General Office Education Units, and Specialized Occupations and Units of Instruction. Some of the curriculum outlines included under these units are: (1) Bookkeeping, (2) Business Behavior and Psychology, (3) Business Law, (4) Principles of Data Processing, (5) Record Keeping, (6) Skill Typing, and (7) Spelling and Vocabulary. Eleven specialized occupations are provided with units of instruction, some of which are: (1) Telegraphic-Typewriter Operator, (2) Clerk-Typist, (3) Wires-Transfer Clerk, (4) Supervisor, Clerical, and (5) Managers and Officials. Included in the appendixes are (1) Suggested Standards of Achievement, (2) Sample Suggested Lesson Plan, (3) Typical Instructional Materials, (4) Guidance and Aptitude Tests Available, (5) Sources of Educational Materials, and (6) Typical Facilities Layouts and Suggested Equipment. Teachers should be certified in business education. (MM)

VT 008 482
Human Relations for Secretaries. Adult Course Outline. Bulletin No. 132.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224 ($.35).
Pub Date - 63 30p.

*TEACHING GUIDES; *BUSINESS EDUCATION; *SECRETARIES; *HUMAN RELATIONS; *ADULT VOCATIONAL EDUCATION NEW YORK

This course outline is for teacher use in conducting an adult education course in secretarial training for use in adult evening school. It was developed by a committee of field practitioners at the state level. The content objectives are to acquaint the secretary with the fundamental principles of human relations, their importance to the secretary, both personnally and professionally, and to make the secretary aware of the increasing need for a knowledge of and an ability to practice good human relations. The sessions consist of: (1) Fundamental Principles of Human Relations, (2) Communication, (3) Supervision, (4) Office Etiquette and Customs, (5) Personal and Community Interests, and (6) Personality Development. Included in the appendices are: (1) Bibliography, (2) Tips for Instructors, (3) Pointers for Discussion Leaders, (4) Suggested Leaders, and (5) Sample Examination Questions. The course is for a minimum of six two-hour sessions and may be taught by a director of personnel, a certified professional secretary, a business education teacher, an office supervisor, or a professor of business administration. The outline is designed to be conducted with a view to group participation and discussion rather than to lectures. Students should be beginning secretaries with basic skills. (MM)

VT 008 706
Suggestions for Developing a Promotion Handbook for Business and Distributive Education. Bulletin No. 158.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr64 26p.

*BUSINESS EDUCATION; *PUBLIC RELATIONS; *PROGRAM DESCRIPTIONS; *INFORMATION DISSEMINATION; *ORIENTATION MATERIALS; COMMUNICATION (THOUGHT TRANSFER)

This document outlines the steps for producing a business department brochure for a local high school. The purposes of the brochure are to inform students of the diversified offerings of the business department, provide guidance counselors with information that will help them in better understanding the purposes of the business courses, and answer questions raised by the businessmen, prospective employers and other personnel people. An illustrated sample booklet that was prepared by high school teachers is included in this document. (MM)

VT 008 823
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Dept. of Education, Columbia, South Carolina (one per state supervisor of business and office education).
Pub Date - 68 4p.

*TRANSPARENCIES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE MACHINES; *STENOGRAPHY; SECONDARY GRADES; INSTRUCTIONAL AIDS

Office occupations teachers may use instructional aids produced from these transparency masters to teach fingering on typewriters and adding machines and give instructions in shorthand to high school classes. The three transparencies are a blank shorthand pad, a standard typewriter keyboard arrangement, and the ten-key adding machine keyboard arrangement. (DM)

VT 008 937
Writing Positions (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 10p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; SECONDARY GRADES; INSTRUCTIONAL AIDS; HUMAN POSTURE; WRITING

Teachers of office occupations may use instructional aids produced from these transparency masters in teaching secretarial training to high school classes. Slides present illustrations of the various positions in which secretaries may be called to take dictation: (1) with the notebook on the ledge of the dictator's desk, (2) with the notebook on the secretary's knee, (3) while standing, (4) while walking, (5) in a conference room taking a memo, and (6) over the telephone. A script accompanies the document. (DM)

VT 008 939
Brief Forms (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 27p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; *STENOGRAPHERS; SECONDARY GRADES; INSTRUCTIONAL AIDS

Office occupations teachers may use instructional aids produced from these transparency masters in teaching shorthand proficiency to high school students. The 19 masters and accompanying narrative script illustrate brief forms, derivatives and phrases of words for shorthand practice. (DM)

VT 008 940
Difficult Words (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 17p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHERS; *STENOGRAPHY; WORD LISTS; INSTRUCTIONAL AIDS; SECONDARY GRADES

Developed by teachers of office occupations for teaching shorthand to high school classes, these transparency masters may be used in producing instructional aids. The 11 slides illustrate 94 difficult words for students to practice. (DM)

VT 008 941
Punctuation Rules (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 18p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *PUNCTUATION; SECONDARY GRADES; INSTRUCTIONAL AIDS

Developed by teachers of office occupations for high school secretarial training programs, these transparency masters may be used to produce instructional aids. Illustrated are: (1) nine rules relating to the use of the comma, (2) two rules on numbers, (3) two rules on the hyphen, (4) three rules on the semicolon, and (5) three rules on the apostrophe. There are 13 masters in the set. (DM)

VT 008 942
Letter Styles (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 11p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *INSTRUCTIONAL AIDS; SECONDARY GRADES; *BUSINESS CORRESPONDENCE

Developed by teachers of office occupations for secretarial training programs in high schools, these six transparency masters may be used for the development of instructional aids. Illustrations are included of the following letter styles: (1) modified block style, indented paragraphs, mixed punctuation, (2) modified block style, blocked paragraphs, mixed punctuation, (3) block style, open punctuation, two-page letter, (4) inverted paragraph style, (5) functional letter style, and (6) inter-office correspondence. (DM)

VT 008 943
Joined Word Beginnings (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education, Columbia. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.

State Supervisor of Business Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201.
Pub Date - Mar69 34p.

*TRANSPARENCIES; *OFFICE OCCUPATIONS EDUCATION; *SECRETARIES; *STENOGRAPHY; *OCCUPATIONAL INFORMATION; SECONDARY GRADES; INSTRUCTIONAL AIDS; CAREER CHOICE

Teachers of office occupations may use these transparency masters in developing instructional aids for use in high school shorthand classes. The 25 slides provide correct shorthand for joined word beginnings, disjoined word beginnings, joined word endings, and disjoined word endings. The slides also present shorthand as a door opener to careers: (1) social secretary, (2) police department secretary, (3) educational secretary, (4) scientific secretary, (5) legal secretary, (6) medical secretary, (7) executive secretary, and (8) engineering secretary. A script explaining the transparencies is included. (DM)

VT 009 053
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 25p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *MEDICAL SECRETARIES; *OFFICE OCCUPATIONS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; MEDICAL TRANSCRIBERS

These examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses are designed to prepare trainees for employment as medical secretaries and medical transcribers. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Courses outlined range in length from 400 to 1,680 clock hours. (AW)

VT 009 091
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 64p.

*CURRICULUM GUIDES; *BUSINESS AND OFFICE EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *STENOGRAPHERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as stenographers and clerk-stenographers. Brief descriptive information and a topical outline of each course present: (1) major units, (2) clock hours, (3) specific skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses range in length from 372 to 1,610 clock hours. (AW)

VT 009 229
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 22p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *BOOKKEEPING; *ACCOUNTING; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as bookkeepers and accounting clerks are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The course outlines given range in length from 750 to 2,008 clock hours. (AW)

VT 009 250
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 70p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS; *OFFICE MACHINE OPERATORS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; BOOKKEEPING MACHINE OPERATORS; KEYPUNCH OPERATORS; VERIFIER OPERATORS; TRANSCRIBING MACHINE OPERATORS; OFFICE MACHINE REPAIRMEN

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as office machines operators and repairmen. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) teaching aids, instructional materials, and new equipment, and (5) evaluation of progress and achievement. Courses described range in length from 240 to 1,680 clock hours. (AW)

VT 009 251
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 33p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *SECRETARIES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; BILINGUAL SECRETARIES

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as executive bilingual secretaries and clerical secretaries. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Courses ranging in length from 300 to 1,080 clock hours are described. (AW)

VT 009 258
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 63p.

*CURRICULUM GUIDES; *BUSINESS EDUCATION; *OFFICE OCCUPATIONS EDUCATION; *OFFICE OCCUPATIONS; *CLERICAL WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

These examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses are designed to prepare trainees for employment as general office clerks. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses outlined range in length from 400 to 1,600 clock hours. (AW)

VT 009 271
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 76p.

*TYPEWRITING; *CURRICULUM GUIDES; *BUSINESS EDUCATION; *TYPISTS; ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as clerk typists. Brief descriptive information and a topical outline of each course include: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The courses outlined range in length from 250 to 880 clock hours. (AW)

DISTRIBUTIVE EDUCATION SECTION

VT 000 123
Kneeland, Natalie
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

Texas Education Agency, Austin. Distributive Education Div.
Texas Univ., Austin. Div. of Extension
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.50).
Pub Date - Oct52 82p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *SUPERVISORY TRAINING; *JOB ANALYSIS; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS

This guide is for teacher use in conducting an adult education course on techniques of job analysis for distributive occupations. It was developed and tested by a distributive education teacher trainer. The objectives are to promote consideration of job study in distributive occupations, to promote effective job analysis, and to provide actual experience in job analysis techniques. Units are: (1) Introduction to Job Analysis, (2) Preparation of Job Analysis Forms, (3) Techniques of Collecting Information, (4) Processing Information, and (5) Putting the Job Analysis to Work. Each unit is organized into two main sections; the content section includes a detailed outline and teaching tips for each session and the illustrative material section includes a glossary, cases and samples. The manual follows the general pattern of that used in "Job Instruction Training," published by the U.S. Office of Education. Material is geographically adaptable to all regions. The teacher should be experienced in the field of job analysis. (MM)

VT 000 124
Public Relations for Retail Employees.

Texas Education Agency, Austin. Vocational Div.
Texas Univ., Austin. Industrial and Business Training
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.00).
Pub Date - Jul50 116p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *RETAILING; ADULT VOCATIONAL EDUCATION; *PUBLIC RELATIONS; VERBAL COMMUNICATION; SPEECH; PERSONALITY; GROUP RELATIONS; DEMONSTRATIONS (EDUCATIONAL); BIBLIOGRAPHIES; UNITS OF STUDY (SUBJECT FIELDS)

This guide is for teacher use in conducting an adult education course for retail employees in public relations. It was developed by a subject matter specialist and tested with adult groups. Content objectives are to develop the skills and understanding required to develop good public relations in retail stores. Units are: (1) What is Public Relations, (2) Individual Personality, (3) Group Relationships, (4) Speech, (5) Demonstrations of Public Relations Situations, and (6) Customer Relation Problems. Each unit contains the objectives, suggestions to the teacher, a complete instructional outline and a list of references to be used with the outline. The material is geographically adaptable to all regions and the teacher should have confidence and experience in the areas of store policies, training, and public relations. (MM)

VT 000 146
Burbrink, Pauline W., Comp.
Tell It Well (To Sell It Well), Instructor's Manual.

Texas Univ., Austin. Industrial and Business Training
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.50).
Pub Date - Jan62 137p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; *VERBAL COMMUNICATION; COMMUNICATION SKILLS; VERBAL ABILITY
TEXAS

This guide is for use in teaching a sales training course for adults. It was developed by subject matter specialists with the objectives of providing intensive training on sales conversation. Units are: (1) Be Yourself (But Change), (2) In the Know (About the Customer), (3) What We Talk About (And How), (4) How We Tell Them (What and Why), and (5) The Better You Tell (The More You Sell). Each unit contains a bibliography, an information section, an instructional outline, and suggestions to teachers. Also included are suggestions for visual aids and flannel board presentations. The material is geographically adaptable to all regions and is designed for personnel engaged in sales occupations. (MM)

VT 000 150
Suggested Lesson Plans in Safety Education for Students of Distributive Education.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($7.50).
Pub Date - Aug63 52p.

*TEACHING GUIDES; UNITS OF STUDY (SUBJECT FIELDS); *DISTRIBUTIVE EDUCATION; *ACCIDENT PREVENTION; *SAFETY EDUCATION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES

This guide is for teacher use in conducting a unit on safety education for distributive education students at the high school level. It was developed as a special project by the National Association for Distributive Education Teachers. The content objectives are to provide adequate safety information to young students and adults who are entering the field of distribution. Units are: (1) Safety in the Handling of Money and Merchandise, (2) Safety in Storeroom, Stockroom, and Warehouse, (3) Safety in Store Selling Areas, and (4) Civil Defense Rules for Safety. Included in each unit are suggestions to the teacher and a complete teaching outline. Also included are suggested films and a bibliography of reference materials. The material is geographically adaptable to all regions and is designed for 2 weeks of classroom activity. (MM)

VT 000 152
Basic Fashion Training.

Texas Univ., Austin. Industrial and Business Training
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.50).
Pub Date - Dec52 110p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *CLOTHING DESIGN; ADULT VOCATIONAL EDUCATION *FASHIONS

This guide is for teacher use in conducting an adult education course in the area of basic fashion training. It was developed by subject matter specialists in cooperation with a Dallas fashion group. Units are: (1) Introduction to Fashion, (2) Fabrics, (3) Color, (4) Basic Figure Types, and (5) Knowledge of Design-Line-Form. Each unit contains a bibliography, an information section, an instructional outline, suggestions to teachers, and definitions or appropriate tables. The material is geographically adaptable to all regions and teachers should have thorough knowledge and experience in women's fashions. (MM)

VT 000 155
Burbrink, Pauline W.
School and Business Relationships.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.00).
Pub Date - Sep62 205p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *JOB APPLICATION; *EMPLOYMENT INTERVIEWS; PERSONALITY DEVELOPMENT; JOB APPLICANTS; EMPLOYMENT QUALIFICATIONS; EMPLOYMENT OPPORTUNITIES; GRADE 11 TEXAS

Individually developed and field tested in 31 high school programs, this is one of 10 manuals comprising the 2-year distributive education secondary school curriculum in Texas. It is a first-year manual designed to assist the coordinator in preparing high school students for entrance into the business world as distributive education trainees. The time allotment suggested for the unit is 5 weeks. The content covers sections on: (1) How To Apply for A Job, (2) Distributive Education Defined and Explained, (3) Orientation, (4) Likely First Jobs, (5) Personality in Action, and (6) School and Business Ethics. Each section includes: (1) a statement of aims and objectives, (2) materials needed, (3) teaching outline, (4) suggestions for the teacher, (5) vocabulary list, (6) selected bibliography, (7) suggested audiovisual aids, and (8) materials to be distributed to students. The teacher must have some knowledge and experience in the field. Related documents are available as VT 000 145, VT 000 157, VT 000 164, and VT 000 168 (all in AIM Fall 1967), and VT 000 156, VT 000 163, VT 000 166, VT 000 167 and VT 000 170. (AW)

VT 000 156
Luter, Robert R.
Basic Organization of Distribution.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.00).
Pub Date - Sep62 110p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *BUSINESS ORGANIZATION; *MARKETING; GRADE 11; ACHIEVEMENT TESTS; ANSWER KEYS; BIBLIOGRAPHIES; UNITS OF STUDY (SUBJECT FIELDS) TEXAS

One of 10 manuals comprising the 2-year distributive education secondary school curriculum in Texas, this is a first-year teachers' manual in the basic instruction series. It was developed by an individual and field tested in 24 high schools. Topic headings for this 4-week instructional unit are: (1) Origin and History of Distribution, (2) How Our American Business System Operates, (3) Channels of Distribution, (4) Fundamentals of Business Organization, and (5) How a Business Is Organized for Work. Features of particular interest to teachers are charts designed for ease in preparation and understanding, vocabulary [illegible] of keywords, and a summary of each unit. In addition, each unit contains themes and objectives, teaching outlines and suggestions, a test with answers, and a bibliography. Teachers must have knowledge and experience in some phase of distribution. The nine related documents are VT 000 145, VT 000 157, VT 000 164, and [illegible] 000 168 (all in AIM Fall 1967), and VT 000 155, VT 000 163, VT 000 166, VT 000 167 and VT 000 170. (AW)

VT 000 163
Sullivan, Janie
Advanced Selling (Including Second-Year Orientation).

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.50).
Pub Date - Sep64 161p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *SALESMANSHIP; *DISTRIBUTIVE EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); *SALES WORKERS; BIBLIOGRAPHIES; SALES OCCUPATIONS; INSTRUCTIONAL AIDS; GRADE 12

Written by an individual and field tested in selected high school programs, this is one of 10 manuals comprising the 2-year secondary distributive education curriculum in Texas. It is designed for teacher use in a second-year distributive education cooperative program. The suggested time allotment for the unit is 4 to 5 weeks. The teacher should adapt the outline to fit the time schedule and the occupational needs of the class. Units covered are: (1) Orientation, (2) The Challenge in Selling, (3) Sell as Today's Customer Wants to be Sold, (4) Knowledge is Power, (5) Advanced Selling Techniques, and (6) Build Business through Good Ethics. Each unit contains: (1) aims and objectives, (2) a teaching outline, (3) suggestions to teachers, (4) a vocabulary list, (5) test suggestions, (6) a unit summary, and (7) a selected bibliography. The teacher must have knowledge and experience in selling. Illustrations for use as instructional aids are included. Related documents are available as VT 000 145, VT 000 157, VT 000 164, VT 000 168 (all in AIM Fall 1967), and VT 000 155, VT 000 156, VT 000 166, VT 000 167, VT 000 170. (AW)

VT 000 166
Burbrink, Pauline W.
Retail Credit.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($2.50).
Pub Date - Sep64 87p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; CONSUMER ECONOMICS; *CONSUMER EDUCATION; GRADE 12; *CREDIT (FINANCE); RETAILING; UNITS OF STUDY (SUBJECT FIELDS); ACHIEVEMENT TESTS; BIBLIOGRAPHIES

One of 10 manuals comprising the 2-year distributive education secondary school curriculum in Texas, this second-year guide is designed for teacher-coordinator use. The program was developed by a subject matter specialist and field tested in selected high schools prior to publication. The 3-week unit consists of three major topics: (1) The Role of Consumer Credit in the American Economy, (2) Retail Credit Principles and Procedures, and (3) The Individual's Credit Rating. Each topic contains aims and objectives, a teaching outline, suggestions for the teacher, suggested test questions, selected vocabulary, and student-use materials. Sample forms and letters and a bibliography are also included. Related documents are available as VT 000 145, VT 000 157, VT 000 164 and VT 000 168 (all in AIM Fall 1967), and VT 000 155, VT 000 156, VT 000 163, VT 000 167 and VT 000 170. (AW)

VT 000 167
Thomas, Icy
Sales Promotion.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.00).
Pub Date - Sep64 136p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *MERCHANDISING; INSTRUCTIONAL AIDS; BIBLIOGRAPHIES; SALES OCCUPATIONS; *PUBLIC RELATIONS; SALESMANSHIP; GRADE 12; UNITS OF STUDY (SUBJECT FIELDS)

One of 10 manuals which comprise the 2-year distributive education secondary school curriculum in Texas, this second-year manual is designed for teacher-coordinator use. Developed by an individual, it was field tested in selected high school programs prior to publication. Units covered are: (1) Sales Promotion, (2) Planning Sales Promotion, (3) Advertising, (4) Newspaper Advertising, (5) Display, and (6) Public Relations. The first unit, Sales Promotion, provides an exploratory look into the entire field, and the remaining units constitute a more detailed study of some of the more important facets of sales promotion. Each unit contains a statement of the aims and objectives, teaching outline, suggestions to teachers, vocabulary list, and materials for student use. A bibliography is also included. The suggested time allotment is 4-6 weeks, and the teacher must have knowledge and experience in sales promotion. Related documents are available as VT 000 145, VT 000 157, VT 000 164, VT 000 168, (all found in AIM Fall 1967), and VT 000 155, VT 000 156, VT 000 163, VT 000 166, and VT 000 170. (AW)

VT 000 170
Gilbert, Josephine, Comp.
Communications in Distribution.

Texas Univ., Austin. Dept. of Distributive Education
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.00).
Pub Date - Sep62 97p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; *COMMUNICATIONS; *DISTRIBUTIVE EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); GRADE 11; INSTRUCTIONAL AIDS; *COMMUNICATION SKILLS; BIBLIOGRAPHIES

Developed as one of 10 manuals comprising the 2-year secondary distributive education curriculum in Texas, this first-year manual is designed as a teacher's guide. It was field tested in 26 high school programs prior to revision and publication; its purpose is to improve students' knowledge and understanding of various means of communication. Unit headings are: Communications Defined and Explained, Reading - Its Place in Communications, Oral Communications, and Written Communications. Each unit contains a statement of aims and objectives, materials needed by the teacher, a teaching outline, suggestions for the teacher, materials to be distributed to the students, and a selected bibliography. The suggested time allotment is 4 to 6 weeks. Illustrations for use as instructional aids are included. Related documents are available as VT 000 145, VT 000 157, VT 000 164, and VT 000 168 (all in AIM Fall 1967) and VT 000 155, VT 000 156, VT 000 166, and VT 000 167. (AW)

VT 000 173
Moore, Luda Davis
Food Service Selling, Instructor's Manual.

Texas Univ., Austin. Industrial and Business Training
Texas Education Agency, Austin. Vocational Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($3.75).
Pub Date - May52 101p.

*STATE CURRICULUM GUIDES; *TEACHING GUIDES; OCCUPATIONAL HOME ECONOMICS; *DISTRIBUTIVE EDUCATION; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; *FOOD SERVICE WORKERS; SALES WORKERS; *FOOD SERVICE OCCUPATIONS; SALESMANSHIP; ROLE PLAYING; INSTRUCTIONAL AIDS

Developed by subject matter specialists and tested in cooperation with leading food-service associations, this manual is intended for use by instructors in conducting a course for upgrading adult food-service workers. The content material is organized for five 2-hour sessions, and emphasizes the teaching technique of role-playing. The topics of the five sessions are: (1) Let's Be Ready, (2) Job Knowledge of the Food Service Salesperson, (3) Selling in Food Service, (4) Types of Service - Correct Breakfast Service, and (5) Correct Luncheon and Dinner Service. Each session outline contains: (1) a list of equipment needed, (2) major topics to be covered, (3) blackboard or flannelboard presentations, (4) information sheets to be distributed, and (5) material to be presented verbally by the instructor. Explanatory information and instructions for role-playing are given in sessions requiring use of this technique. The instructor must have knowledge and experience in the food service industry. Suggested visual aids and a bibliography are included. (AW)

VT 000 209
Stocking, Marking, and Displaying for Food Stores.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($12.50 for kit).
Pub Date - Jan65 361p.

STUDY GUIDES; *RESOURCE UNITS; *DISTRIBUTIVE EDUCATION; *FOOD STORES; DISPLAY PANELS; SECONDARY GRADES; POST SECONDARY GRADES; *MERCHANDISING; *RETAILING; STUDENT PROJECTS; ANSWER KEYS
*RETAIL DISPLAYS

This kit for teacher and student use in a distributive education high school or junior college cooperative program was developed by a high school coordinator. It is intended to assist the student to learn to display merchandise effectively and to view supermarket shelves and displays as profit-producers. The student study guide and answer book are supplemented by "Display Ideas for Super Markets" (Progressive Grocer Magazine, 1958). Assignment topics include: (1) Effective Arrangements in Food Stores, (2) Easier Shopping Increases Sales, (3) Research the Locations on Displays in Food Stores, (4) Displaying Merchandise in the Dairy Department, (5) Build Special Displays and Build Profits, (6) Problems and Advantages of End Displays, (7) Full Stocks Equal Higher Sales, (8) Pricing the Way to Higher Sales, (9) Making the Nonfoods Department Profitable, (10) Display in the Health and Beauty Aids Department, (11) A Short Course in Display, (12) Rules of Management That Lead to Success, (13) Proper Handling of Merchandise Saves Time and Money, (14) Inventory Control--Fact or Fantasy, (15) Basic Ideas for Production Displays, (16) Food Store Price Marking Methods, and (17) Build Displays to Build Sales. The kit was designed to serve as a complete instructional package without additional references. (JK)

VT 000 210
Modern Supermarket Operation.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($12.50 for the kit).
Pub Date - Jun65 298p.

STUDY GUIDES; *TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *FOOD STORES; *MERCHANDISING; STUDENT PROJECTS; SECONDARY GRADES; POST SECONDARY GRADES; MANAGEMENT; RETAILING; ANSWER KEYS; SUPPLEMENTARY TEXTBOOKS; *RESOURCE UNITS

This kit for teacher and student use in a distributive education high school or junior college cooperative program was developed by a subject matter specialist. It is intended to assist the student to gain an understanding of the principles of supermarket operation including a knowledge of the processes and importance of food store housekeeping. A student study manual on supermarket operation, a student study manual on food store housekeeping, and an answer book covering both the manuals are supplemented by "How to Keep Customers Buying in a Self-Service Store" (The National Cash Register Company, 1961), "The Label Tells the Story" (Grocery Manufacturers of America, Incorporated, 1964), and "Modern Supermarket Operation, Chapters 1-21," by Edward A. Brand (Book Division, Fairchild Publications, Incorporated, 1963). Some assignment topics on supermarket operation are: (1) Customer Services, (2) Store Organization, (3) The Manager, (4) Merchandising, (5) Grocery Department, (6) Arithmetic for Grocery Checkers, (7) Meat--Its Place in the Food Store, (8) Produce Planning, (9) Dairy Department, (10) Promotions, (11) Ordering, and (12) Stocking. Assignments on housekeeping are organized under sections on general food store housekeeping and interior housekeeping. The kit was designed to be a complete instructional package needing no additional references. (JK)

VT 000 215
Produce--Care, Preparation and Merchandising.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($12.50 for the kit).
Pub Date - Mar65 445p.

STUDY GUIDES; *RESOURCE UNITS; *DISTRIBUTIVE EDUCATION; *FOOD STORES; SECONDARY GRADES; POST SECONDARY GRADES; *RETAILING; STUDENT PROJECTS; ANSWER KEYS
*PRODUCE (FOOD PRODUCTS)

This kit for teacher and student use in a distributive education high school or junior college cooperative program was developed by a subject matter specialist. It is intended to assist the student in learning to operate a produce department. The student study manual and answer book published by the instructional materials laboratory are supplemented by "The Blue Goose Buying Guide" (Blue Goose, Incorporated, 1961), "Retail Merchandising Manual" (United Fresh Fruit and Vegetable Association), and "Retail Care of Boxed Bananas" (United Fruit Company, 1961). The 41 assignments are organized under five units: (1) Introduction, (2) The Handling and Preparation of All Vegetables, (3) The Handling and Preparation of All Fruits, (4) The Handling and Care of Nuts, and (5) Produce Merchandising. The kit was designed to serve as a complete instructional package without additional references. (JK)

VT 002 617
Nichols, Daryl E.
Selection, Placement, and Evaluation in Distributive Education. Suggested Forms and Materials for Organization and Administration of a Cooperative Education Program.

MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 55p.

*DISTRIBUTIVE EDUCATION; *PROGRAM IMPROVEMENT; *COOPERATIVE EDUCATION; *RECORDS (FORMS); *PROGRAM ADMINISTRATION

This booklet was developed to help distributive education coordinators organize and conduct a better program. It is not intended that the coordinator adopt these forms and their uses just as illustrated, but that he adapt them to the needs of his program, his school, and his community. Although all forms in this booklet were prepared for the operation of a distributive education program (DE) they should provide aid to coordinators of other types of cooperative training programs. The content of this document has been the basis of a number of sessions which were national in scope. The plan of this booklet is coordinated with the film, "The Distributive Education Story," produced by Sears Foundation in cooperation with the American Vocational Association. Suggested materials and forms are discussed and illustrated in the areas of: (1) Application Blank for DE, (2) Personal Interest Sheet, (3) DE Qualification Form, (4) Personal Interview Form, (5) Job

Interest Selection Sheet, (6) Selection of Training Station, (7) School Record, (8) Interview Rating, (9) DE Training Memorandum, (10) DE Program of Training, (11) DE Rating Sheet, (12) Employer Evaluation, (13) Employment Record, (14) Student Weekly Progress Report, (15) Absence from Work, (16) Permission to Return to Work, and (17) Diary of Student Progress. (MM)

VT 003 608
Rowe, Kenneth L.
Arizona Distributive Education Adult Programs Handbook.

Arizona State Univ., Tempe. Coll. of Business Administration
Arizona State Dept. of Vocational Education, Phoenix. Distributive Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 82p.

*DISTRIBUTIVE EDUCATION; *ADULT VOCATIONAL EDUCATION; *PROGRAM PLANNING; *PROGRAM GUIDES; PROGRAM DEVELOPMENT; SUPERVISORY TRAINING; *MANAGEMENT EDUCATION; RETAILING
*ARIZONA

This document was prepared to provide a single course of reference for teacher-coordinators developing adult programs. Included in the contents are: (1) Philosophy of Adult Distributive Education (DE) in Arizona, (2) Organization, (3) Division and Breakdown of Statewide Responsibilities, (4) High School Teacher-Coordinators' Responsibilities in Adult DE, (5) A Study of the Businessmen of Columbia County, Wisconsin, (6) How to Persuade Businessmen to Study Management, (7) How to D [illegible] (8) Possible Course Offerings on the Adult Level, and (9) Certificates. Included in the appendix are: (1) [illegible] handouts for supervisory-relations class, (2) a sample of flyers, (3) 25 handouts that might be used for other adult classes, and (4) some case problems in retail management. (MM)

VT 004 682
Teletraining for Business Studies. A Teacher's Guide.

American Telephone and Telegraph Co., New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
American Telephone and Telegraph Company, Bell System, 195 Broadway, New York, New York.
Pub Date - 65 127p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *COMMUNICATION SKILLS; *FACSIMILE COMMUNICATION SYSTEMS; ADULT VOCATIONAL EDUCATION; SECONDARY GRADES; ROLE PLAYING

Developed by the American Telephone and Telegraph Company's National Teachers' Consultant Organization and classroom tested on a national scope, this teaching guide is designed to aid in lesson planning and conducting a course in business telephoning. The material covered is applicable to any senior high, adult vocational-technical, or retraining program requiring proficiency in telephone techniques. The content is divided into five sections, the first serving generally to introduce the subject and acquaint the student with the use of Teletrainer practice telephones, and the second covering basic telephone information, such as correctly placing and answering business and long distance calls. Section III deals with the role of the telephone in distributive education, emphasizing telephone sales techniques. The fourth section presents information on telephone equipment ranging from systems in common use to such recent developments as "touch-tone service." The last section provides role-playing material to be used in developing and evaluating telephone procedures and techniques. The manual emphasizes student participation. Supplementary materials include sample tests, evaluation forms, diagrams, drawings, and a list of recommended filmstrips. Suggested time allotment for the unit is 5 to 10 hours. (AW)

VT 007 518
Bronson, A. Esther, And Others
A Course in Business English (Business Education XXIx). Material for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 66 170p.

*BUSINESS ENGLISH; *CORRESPONDENCE COURSES; *STUDY GUIDES; *EXTENSION EDUCATION; *DISTRIBUTIVE EDUCATION

This study guide is for student use in completing a supervised correspondence study course in business English from a university extension division. It was developed by subject matter specialists and specialists in correspondence study course development at the university level. The content objectives are to develop skills and understandings in the student who is preparing for work in the general field of business or the high school graduate who is interested in entering the business world, and to provide an opportunity to become acquainted with preferred procedures in business relations. Units are: (1) Building Skill in Business Communications, (2) Introduction to Letters, (3) Psychology in Letters, (4) Selling by Letter, (5) Ethics in Letters, and (6) Consumer Letters. The material, to be used by the individual student under the supervision of a correspondence teacher, is designed to be completed in 180 hours. Students should be at the secondary level or in adult high school courses. A manual for the supervising teacher (VT 007 519) is also available. Each unit includes: (1) assignments, (2) references, (3) self-check test, and (4) study aids. (MM)

VT 007 519
Bronson, A. Esther, And Others
A Course in Business English. (Business Education XXIx). Manual for the Supervisor including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 30p.

*DISTRIBUTIVE EDUCATION; *BUSINESS ENGLISH; *CORRESPONDENCE COURSES; *TEACHING GUIDES; *EXTENSION EDUCATION

This supervisor's manual is for teacher use in directing an extension course in business education for adults and secondary school students at the high school level. It was developed to be used with the student material (VT 007 518). Included are: (1) Administrative Guide, listing supplies needed, special supervisory duties, (2) Unit Tests, and (3) Final Test for the material covered in the student workbook. (MM)

VT 007 690
Jimison, Conrad; Carter, David
A Programmed Unit in Basic Stockkeeping.

Kansas State Teachers Coll., Emporia
MF AVAILABLE IN VT-ERIC SET.
Kansas State Teachers College, Department of Business, Cremer Hall, Emporia, Kansas 66801 ($2.00).
Pub Date - 65 23p.

*DISTRIBUTIVE EDUCATION; *PROGRAMED TEXTS; *MERCHANDISING; *STOCKKEEPING; SECONDARY GRADES; POST SECONDARY GRADES; INDIVIDUAL INSTRUCTION

This programed text is for secondary or post-secondary student use in learning the fundamentals of stockkeeping. Students should have an occupational interest in distribution. It was developed by secondary vocational coordinator-instructors, evaluated by advisory committees, and tried with secondary students prior to printing. The content objectives are to develop skills and understandings required in keeping stock and arranging goods for sale. Units are: Introduction, Stockeeping and Arranging Goods, Storing and Arranging the Goods, and Stock Rotation. Also included is a programed unit test to be completed at the student's own pace. The material is set up in programed learning sequence with each sentence requiring a response from the student Materials are geographically adaptable to any region. (MM)

VT 007 697
Sullivan, Janie, Comp.
Basic Selling. First-Year Basic Instruction.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($5.50).
Pub Date - 68 204p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; TRANSPARENCIES; UNITS OF STUDY (SUBJECT FIELDS); SECONDARY GRADES; INSTRUCTIONAL AIDS; STUDENT PROJECTS; *SALES OCCUPATIONS
TEXAS

This guide is for use in teaching basic selling to first-year students in distributive education at the high school level. It is a revision of VT 000 157 (AIM Fall 1967). Alterations and deletions were suggested by teachers throughout Texas after review of the materials. The objective of this guide is to aid the teacher in discovering ways to transmit information to students to modify their attitudes and to develop their skills. Units are: (1) Selling, What's in it for Me?, (2) Prepare Yourself to Sell, (3) Study the Merchandise, (4) Study the Customer, (5) Consider Selling from Both Sides of the Counter, and (6) Sell! . Included in each unit are the objectives of the unit, suggestions to the teacher, teaching outline, and transparency masters. The material is adaptable to all geographic regions and requires teacher competency and experience in selling. Students should have an occupational goal in the area of distribution. The material can be covered in 4 to 6 weeks of classroom activity. (MM)

VT 007 766
Distributive Education Coordinators Guide.

Washington State Coordinating Council for Occupational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Mar68 381p.

*DISTRIBUTIVE EDUCATION; *PROGRAM DEVELOPMENT; *PROGRAM ADMINISTRATION; *PROGRAM COORDINATION; *PROGRAM GUIDES
WASHINGTON STATE

This program guide is for the distributive education coordinator's use in conducting an effective program of distributive education that is purposeful and productive for the high school, post secondary, and adult student. It describes the functions, duties, and responsibilities of the teacher coordinator and provides knowledge, techniques, and practices that aid in the development and improvement of curriculum for the distributive education program. It is an accumulation of materials, ideas, and research of coordinators, supervisors, vocational directors, and businessmen. Sections are: (1) General Information and Basic Knowledge of Distributive Education, (2) The DE High School Program, (3) The Job of the Teacher Coordinator, (4) Mid-Management Training, (5) Adult Distributive Education, and (6) Distributive Education Club Program. An extensive appendix includes the forms and ideas to be used in surveys, student enrollment, student selection, developing and establishing training stations, student placement, program of instruction, the local club program, and the state club program. (MM)

VT 007 851
Basic Retail Credit. A Distributive Education Manual.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($4.50).
Pub Date - Jun68 167p.

*DISTRIBUTIVE EDUCATION; INDIVIDUAL INSTRUCTION; *CREDIT (FINANCE); *RETAILING; SECONDARY GRADES; *STUDY GUIDES; SUPPLEMENTARY TEXTBOOKS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS

This individual assignment manual is designed to teach the principles of credit in distribution to distributive education students at the high school level. It was developed by a subject matter specialist in retail credit. Some of the 36 assignments included in this workbook are: (1) The History of Credit, (2) Role of Credit Today, (3) Advantages and Disadvantages of Credit, (4) Expense of Credit, (5) Credit Policy, (6) Investigating the Credit Risk, (7) Credit Sales Promotion, (8) Collection Fundamentals, (9) Establishing Credit, and (10) A Career in Credit. Included in each assignment are several pages of information, questions to be answered from the information, and suggested projects for application of learning. The material is geographically adaptable to all regions and is designed for individual use by the student under teacher supervision. Students should be in the second year of distributive education with an occupational goal in the area of retailing. A teacher answer book, "Basic Retail Credit Answer Book," may be obtained from the source of availability indicated for this document. (MM)

VT 008 060
Hartzler, F.E.
Accounting, A Programmed Text.

Kansas State Teachers Coll., Emporia
Kansas State Board for Vocational Education, Topeka
MF AVAILABLE IN VT-ERIC SET.
Kansas State Teachers College, Department of Business, Cremer Hall, Emporia, Kansas 66801 ($3.00).
Pub Date - nd 72p.

*DISTRIBUTIVE EDUCATION; *ACCOUNTING; *PROGRAMED TEXTS; ADULT VOCATIONAL EDUCATION; POST SECONDARY GRADES

This programed text is for post-secondary and adult student use in acquiring an understanding of accounting. Students should be current or potential supervisors of employees in marketing. The text was developed by secondary vocational coordinator-instructors, evaluated by an advisory committee, and tested with secondary students prior to printing. Objectives are to develop in students the skill and ability to keep, read and understand accounting records. The manual is designed to give an understanding of the principles of accounting rather than to teach how to keep books. It is divided into five chapters for ease of learning and is designed to be used by the individual student at his own rate of progress. (MM)

VT 008 069
Weikert, Jill, And Others
Record Keeping. A Programmed Text.

Kansas State Teachers Coll., Emporia
Kansas State Board for Vocational Education, Topeka
MF AVAILABLE IN VT-ERIC SET.
Kansas State Teachers College, Department of Business, Cremer Hall, Emporia, Kansas 66801 ($4.50).
Pub Date - nd 160p.

*DISTRIBUTIVE EDUCATION; *PROGRAMED TEXTS; *MARKETING; *RECORDKEEPING; SECONDARY GRADES; POST SECONDARY GRADES

This programed text is for student use in learning merchant bookkeeping systems for secondary or post-secondary students in marketing and distribution courses. It was developed by secondary level vocational coordinator-instructors with evaluation by an advisory committee and trial with secondary students prior to printing. The content objectives are to develop skills and understandings needed in recording the transactions of a business. Sections cover: (1) Sales and Cash Receipts, (2) Purchases, (3) Expenses, (4) Where and How to Record a Payment by Check or Cash, (5) How to Figure Your Bank Balance, (6) Recording of Expenses, (7) Monthly Summary and Monthly Statement of Income, (8) Payroll Summary, (9) Bad Debts, (10) Contributions and Other Deductions, (11) Proprietor's Account, (12) Keeping a Record of the Furniture, Fixtures, Equipment and Buildings, and (13) Accounts Receivable. The material is designed to be used by the individual at his own rate of speed. It is necessary to use the Merchant's Special Ideal Bookkeeping Set with this text. (MM)

VT 008 095
Ochs, Ann; Eberle, Ted
Unit on Pricing.

Kansas State Teachers Coll., Emporia
MF AVAILABLE IN VT-ERIC SET.
Kansas State Teachers College, Department of Business, Cremer Hall, Emporia, Kansas 66801 ($2.00).
Pub Date - nd 34p.

*UNITS OF STUDY (SUBJECT FIELDS); *PROGRAMED TEXTS; *DISTRIBUTIVE EDUCATION; *RETAILING; HIGH SCHOOLS; POST SECONDARY EDUCATION
KANSAS STATE TEACHERS COLLEGE

This programed text is for student use in learning the pricing fundamentals of a retail operation. It was developed by a group of secondary vocational coordinator-instructors and evaluated by both an advisory committee and a trial with secondary students prior to printing. The content objectives are to develop the skills and understandings required in pricing merchandise. Chapters are: (1) Receiving and Checking an Invoice, (2) Factors Determining Selling Price, (3) Types of Pricing, (4) Markup and Markdown, and (5) Marking Merchandise. Also included is a unit test for these programed materials. The materials are designed for use at either secondary or post secondary levels and are to be used by student trainees at their own rate. (MM)

VT 008 195
DeBeck, John
A Guide for Teaching Merchandising 1-2.

San Diego City Schools, Calif.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 333p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; SALESMANSHIP; *MERCHANDISING; RETAILING; SECONDARY GRADES; INSTRUCTIONAL AIDS; ACHIEVEMENT TESTS

This guide is for teacher use in planning and developing a merchandising course to build vocational competence and active interest on the part of students. It was designed at the local level by a teacher educator, used experimentally in one school, tested in 10 schools, and revised at the end of the second year by a teacher group. The first-semester course, which focuses on salesmanship, includes units on the following subjects: (1) developing a sales personality, (2) essential parts of a sale, (3) the customer's wants, needs, and buying motives, (4) product knowledge, (5) a convincing demonstration, (6) closing of the sale, (7) follow-up techniques, and (8) practice selling. The second semester course, concerned with various aspects of store operation, includes units on the following: (1) merchandising principles and retail store operation, (2) selection of merchandise for resale, (3) inventory procedures and handling, (4) sales promotion and advertising, (5) employment opportunities and requirements, (6) advanced training opportunities, and (7) getting a job. Units include suggested activities and appropriate materials, sample worksheets, tests, suggested visual aids, and ideas for the use of speakers. Total time allotment is 175 to 200 hours. Students should be at the 10th grade level or above. (JK)

VT 008 453
Luter, Robert R., Comp.
Basic Math of Distribution. First-Year Basic Instruction.

Texas Univ., Austin. Instructional Materials Lab.
DOCUMENT NOT AVAILABLE FROM EDRS.
Instructional Materials Laboratory, Distributive Education Department, Division of Extension, The University of Texas, Austin, Texas 78712 ($6.00).
Pub Date - 69 189p.

*TEACHING GUIDES; *DISTRIBUTIVE EDUCATION; *RETAILING; *PRACTICAL MATHEMATICS; *SECONDARY SCHOOL MATHEMATICS; SECONDARY GRADES; TRANSPARENCIES; MERCHANDISING
PROFITS

This guide is for use in teaching basic mathematics of distribution to first-year distributive education students at the high school level. It is a revision of VT 000 145 (AIM Fall 1967). Teachers throughout Texas reviewed the materials and suggested alterations and deletions. Units are: (1) The Principles of Profit, (2) Why We Study Math in Distribution, (3) Improving Computational Skills, (4) Developing Number Sense, (5) Calculating of Earnings and Payroll Expense, (6) Inventory and Stock Control, (7) Discount and Invoice Terms, (8) Markon and Pricing, (9) Retail Reductions, and (10) Stock Turnover. Included in each unit are examples, drills, suggested tests and overhead projection transparency masters, the objectives of the unit, suggestions to the teacher, and a complete teaching outline. The material is geographically adaptable to all regions and is designed to take 4-6 weeks of classroom activity. The teacher should have a knowledge of merchandising mathematics. (MM)

VT 008 478
Blue, James L.
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.

Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 17p.

*TEACHING GUIDES; *ADULT VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; *SUPERVISORY TRAINING; DISADVANTAGED GROUPS; SUPERVISORS; SUPPLEMENTARY EDUCATION; SUPERVISORY METHODS; PROBLEM SOLVING; LESSON PLANS
*CONFERENCE METHOD

This guide is for teacher use in conducting a course for supervisors in adult distributive education for disadvantaged persons. The guide was developed by a state supervisor for distributive education and utilizes information gained from two-day seminars involving state agency management personnel. The guide is designed for 26 hours of instruction in management and supervisory training and may be conducted in an industrial or a formal school setting. Content objectives are to develop skills and understandings required to develop lesson plans and for use of the conference method. The level of teacher competency specified is an adult education instructor with experience in group dynamics. Student selection criteria limits enrollment to first line supervisors currently employed. A related student handbook is available as VT 008 479. (CH)

VT 008 479
Blue, James L.
Handbook for Supervisors of the Disadvantaged.

Washington Research Coordinating Unit for Vocational Education, Olympia
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 11p.

*STUDY GUIDES; *ADULT VOCATIONAL EDUCATION; *DISTRIBUTIVE EDUCATION; *SUPERVISORY TRAINING; *DISADVANTAGED GROUPS; SUPERVISORS; SUPPLEMENTARY EDUCATION; SUPERVISORY METHODS; PROBLEM SOLVING

This handbook was designed for student use in conducting a course on the responsibilities and techniques performed by supervisors who work with adult employees classified as disadvantaged persons. The handbook was developed by a state supervisor of distributive education and utilized information gained from a series of two-day seminars involving state agency management personnel. The content objectives are to develop skills and understanding: (1) for adult education supervisory responsibilities and techniques, (2) for identified barriers to working with disadvantaged persons, and (3) for suggested methods for reducing the barriers to working with the disadvantaged. The handbook is designed for 26 hours of adult or vocational supplementary education and focuses on management and supervision. The course may be conducted in an industrial or formal school setting. The level of teacher competency specified is an adult education instructor with experience in group dynamics. The student selection criteria limits enrollment to first line supervisors currently employed. A related teachers guide is available as VT 008 478. (CH)

VT 008 484
Hailes, William D., And Others
Distributive Education Laboratory Manual.

New York State Education Dept., Albany. Bureau of Business and Distributive Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 63 65p.

*PROGRAM GUIDES; *DISTRIBUTIVE EDUCATION; PROGRAM EVALUATION; HIGH SCHOOLS; *TRAINING LABORATORIES; *PROJECT TRAINING METHODS; EDUCATIONAL EQUIPMENT; RECORDS; *EQUIPMENT UTILIZATION; SECONDARY GRADES

Developed by a teacher committee at the state level, this guide is designed to assist teacher-coordinators to make the best possible use of the classroom laboratory in developing desired attitudes, knowledges, and practical selling skills. The document is organized into four parts. "The Distributive Education Laboratory" covers definitions, aims and objectives, facilities, equipment, and layout. "Operation of the Laboratory" covers organization for instruction, administration, and control. "Using the Laboratory as a Teaching Aid" covers student activities, integrated instruction, and adult programs. "Evaluation and Analysis" considers the individuals who may assist in the process of evaluation, the elements or activities to be evaluated, and the devices to be used in collecting information. Appendixes include a laboratory inventory check list, descriptions of selected projects, and various forms and other tools used in connection with the laboratory store. (JK)

VT 008 599
Experimental Course of Study in Service Station Merchandising and Management (A One-Year Course of Study). Syllabus.

New York State Education Dept., Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 103p.

*DISTRIBUTIVE EDUCATION; *SERVICE STATION ATTENDANT; *MERCHANDISING; GRADE 12; SERVICE OCCUPATIONS; TEACHING GUIDES; BIBLIOGRAPHIES; *CURRICULUM GUIDES

This curriculum guide is for teacher use in conducting a course in service station merchandising and management for high school distributive education enrollees. The content objectives are to provide specialized classroom instruction and on-the-job experience for students who are interested in the service station business and related opportunities with oil companies. Chapters are: (1) The Business of Service Station, (2) Types of

Retail Gasoline Outlets, (3) Fundamentals of Service Station Development, (4) Location, (5) Visibility, (6) Accessibility, (7) Building, (8) Appearance, (9) Product Knowledge, (10) Knowledge of the Automobile, (11) Automotive Service, (12) Service Tools and Equipment, (13) Personnel Selection, (14) Personnel Development Training Program, (15) Sales Techniques, (16) Gasoline Sales, (17) Stock Planning and Control, (18) Money Management--Records and Control, (19) Money Management--Analysis and Planning, (20) New Business Activity, and (21) Planning for a Service Station Career. Each chapter contains a complete teaching outline and suggestions to the teacher. This curriculum was designed to be covered in a 1-year course and is geographically adaptable to all regions. A bibliography of references and instructional aids is appended. (MM)

VT 008 772
Verrill, Addison H.
Reducing Shoplifting Losses. Small Marketers Aids No. 129.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Small Business Administration, 1441 L Street, N.W., Room 100, Washington, D.C. 20416 (no charge).
Pub Date - Sep67 8p.

*RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *RETAILING; *STEALING; *SHOPLIFTING; MANAGEMENT; ADULT VOCATIONAL EDUCATION

Written by a subject matter specialist as part of a series of small marketers aids, this bulletin is designed to guide owners and operators of small retail stores in reducing shoplifting losses. The content deals briefly with such aspects of the problem as types of shoplifters, methods used by shoplifters, and hints for the salesclerk in spotting potential shoplifters. Also included are practical suggestions on the use of protective devices such as closed-circuit television and 2-way mirrors, proper procedures in apprehending shoplifters, and recommendations for the physical layout of the store that will effectively discourage shoplifting. A list of related references is included. (AW)

VT 008 773
Preventing Burglary and Robbery Loss. Small Marketers Aids No. 134.

Small Business Administration, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
Small Business Administration, 1441 L Street, N.W., Room 100, Washington, D.C. 20416 (no charge).
Pub Date - May68 8p.

*RESOURCE MATERIALS; *DISTRIBUTIVE EDUCATION; *RETAILING; *STEALING; MANAGEMENT; ADULT VOCATIONAL EDUCATION
*BURGLARY; ROBBERY

The purpose of this bulletin is to aid owners and operators of small retail businesses in the prevention of robbery and burglary losses. Written by a management consultant, as part of a series of small marketers aids, it was designed to make the small businessman aware of the precautionary measures available to him. The first section, on preventing burglaries, deals with the need for adequate locks, alarm systems, and the use of a secure safe. Also included here are suggestions for burglar-proofing stores in high-risk locations such as employing watchdogs, private police patrols, and installing burglar-resistant glass. A separate section on preventing robbery losses provides suggestions on training employees to react properly during a robbery and recommends safe cashier and banking practices. Other important defensive suggestions given in this section of the document are using care in opening and closing the store, and in answering after-hour calls. A brief list of related references is included. (AW)

VT 008 821
Producer of Goods (Transparency Masters).

Clemson Univ., S.C. Vocational Education Media Center
South Carolina State Dept. of Education. Office of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Distributive Education, Rutledge Building, Office of Vocational Education, State Department of Education, Columbia, South Carolina 29201 (one per state supervisor of distributive education).
Pub Date - 68 11p.

*TRANSPARENCIES; *DISTRIBUTIVE EDUCATION; SECONDARY GRADES; INSTRUCTIONAL AIDS; *ORIENTATION MATERIALS; *MARKETING

Distributive education teachers may use instructional aids produced from these 10 transparency masters in orienting high school students to the field of distribution. Titles of transparencies developed by the committee of teacher educators, teachers and supervisors are: (1) Producers of Goods, (2) Producers of Services, (3) Consumers of Goods and Services, (4) Distribution: the Connecting Link, (5) Distribution Includes, (6) What is Distributive Education, (7) How the D.E. Plan Works, (8) Aims and Objectives of D.E., (9) Student Responsibilities in the School, and (10) Student Responsibilities at Work. (DM)

VT 009 270
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 50p.

*CURRICULUM GUIDES; *DISTRIBUTIVE EDUCATION; *SALESMANSHIP; *SALES OCCUPATIONS; ADULT VOCATIONAL EDUCATION; *SALES WORKERS; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of entry level and refresher MDTA courses are designed to prepare trainees for employment as salespersons. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 160 to 2,600 clock hours are outlined. (AW)

HEALTH OCCUPATIONS
EDUCATION
SECTION

VT 002 138
Program In Associate Degree in Applied Science in Nursing.

Iowa Univ., Iowa City
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 17Mar67 5p.

*HEALTH OCCUPATIONS EDUCATION; *NURSING; *CURRICULUM; ASSOCIATE DEGREES; *PROGRAM DESCRIPTIONS; COLLEGE PROGRAMS; COURSE DESCRIPTIONS
UNIVERSITY OF IOWA

The 22-month, 98-semester hour program, covering 2 academic years and 2 summer sessions and leading to the degree of Associate in Applied Science, prepares men and women for first level general duty nursing positions. Students must be 17 years of age or older and have graduated from high school or passed the equivalent examination. The curriculum, involving 128 hours of clinical laboratory practice, includes fundamentals of nursing, nursing trends, and adult and children, maternal and infant, psychiatric, advanced adult, and comprehensive nursing. Other required courses are Physical and Biological Science I and II, Sociology, Basic Communication Skills, Basic Nutrition, Human Growth and Development, and Psychology. (JK)

VT 005 840
Teaching Aids for Schools of Radiologic Technology, Third Edition, 1964 and Addendum, 1966.

American Society of Radiologic Technologists, Fond du Lac, Wis., Education Committee
MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 645 North Michigan Avenue, Chicago, Illinois 60611 ($2.75).
Pub Date - 64 78p.

*CATALOGS; INSTRUCTIONAL MATERIALS; *AUDIOVISUAL AIDS; *INSTRUCTIONAL AIDS; RESOURCE MATERIALS; INFORMATION SOURCES; *TEXTBOOKS; REFERENCE MATERIALS; ANNOTATED BIBLIOGRAPHIES; CLASSROOM MATERIALS; RESOURCE GUIDES
*HEALTH OCCUPATIONS EDUCATION
*RADIOLOGIC TECHNOLOGY

This catalog and addendum of teaching aids list motion pictures, slide lectures and film strips, textbooks, technical journals, pamphlets, and charts. Sources, purchase or rental costs, and content annotations are included for most items. Some areas covered are anatomy and physiology, body systems, guidance and supervision, nursing procedures, physics, radioactivity, radiographic techniques, radiotherapy, public speaking, and writing and office procedures. Commercial sources of models, charts, and laboratory demonstration apparatus are indicated. A special section lists teaching aids available free from commercial companies. (JK)

VT 006 127
Guide for Suggested Course in Austere Medical Care for Disaster. Health Mobilization Series D-1A.

Public Health Service (DHEW), Washington, D.C. Div. of Health Mobilization
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 8p.

*PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *HEALTH PERSONNEL; *DISASTER; EDUCATIONAL PROGRAMS
AUSTERE MEDICAL CARE FOR DISASTER; UNITED STATES PUBLIC HEALTH SERVICE

This guide is intended to assist in planning a course for allied health workers, such as dentists, nurses, pharmacists, and veterinarians, in the administration of medical care under the austere conditions associated with major disasters. The course objectives are acquaintance with problems and restrictions related to limited supplies, ability to make appraisals of illnesses and injuries based on signs and symptoms, and use of sound judgment in treating signs and symptoms. Concepts emphasized are principles of austere care and environmental factors. A suggested 10-hour course outline which may be modified for the level and needs of the class includes an introduction to the shelter and its problems, pediatric emergencies and psychological aid, skin disorders, stomach and bowel disorders, childbirth and care of the infant, common ailments, traumatic conditions, surgical problems, and medical problems. The instructor should be a physician or allied health worker in consultation with a physician. The class should not exceed 20 members and they should have the same general background in the health field. The textbook for this course is "Austere Medical Care for Disaster," PHS Publication No. 1071-D-1. A related document is VT 006 120 (AIM Summer 1969). (JK)

VT 007 337
McGlynn, John F.
Visual Aids for Teaching X-Ray Technology.

American Society of Radiologic Technologists, Fond du Lac, Wis.
MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 645 North Michigan Avenue, Chicago, Illinois 60611 ($2.15).
Pub Date - 68 50p.

*HEALTH OCCUPATIONS EDUCATION; PHOTOGRAPHY; EXHIBITS; TRANSPARENCIES; *RADIOLOGIC TECHNOLOGISTS; *AUDIOVISUAL AIDS; INSTRUCTIONAL MATERIALS; REFRESHER COURSES; SLIDES; *MATERIAL DEVELOPMENT

Basic information about visual aids including step-by-step instructions for their production is presented. The first chapter lists basic materials, with indications of their costs, and presents instructions for the application of adhesive backed type and for the preparation of flat artwork for posters, slide copy, or other kinds of reproduction. The second chapter deals with preparing slides and copying flat artwork and radiographs for 35 millimeter slides. The third chapter deals with mechanical visual materials including models, flip charts, and silhouettes. The fourth chapter discusses inexpensive technical photography and overhead projection. The final chapter presents guidelines for effective x-ray exhibits. (JK)

VT 007 957
Arts, Elizabeth Mary
Medical Office Assistant.

DOCUMENT NOT AVAILABLE FROM EDRS.
Delmar Publishers, Inc., Mountainview Avenue, Albany, New York 12205.
Pub Date - Apr68 358p.

*TEXTBOOKS; *WORKBOOKS; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS

The medical assistant works with the physician in his office, assisting him by performing receptionist, secretarial, nursing, and laboratory duties. Unit topics included in the text-workbook are: (1) general career information, (2) office housekeeping, (3) patients' records, (4) physical examinations and office assisting techniques, (5) sterilization techniques, (6) assistance to the specialist, (7) laboratory techniques, and (8) diagnostic tests. Each unit begins with a listing of objectives and ends with suggested activities, assignments, and an achievement review. A student reference list is presented. Appendixes include sections on medical vocabulary and the preparation of solutions, stains, and bacteriological materials. VT 007 958, "Medical Office Assistant. Instructor's Guide," is a related document. (JK)

VT 007 958
Arts, Elizabeth Mary
Medical Office Assistant. Instructor's Guide.

DOCUMENT NOT AVAILABLE FROM EDRS.
Delmar Publishers Inc., Mountainview Avenue, Albany, New York 12205.
Pub Date - Apr68 54p.

*ANSWER KEYS; *HEALTH OCCUPATIONS EDUCATION; *MEDICAL ASSISTANTS

Keyed to VT 007 957, this guide provides responses to assignments and achievement reviews. A listing of suggested references for the instructor is also included. (JK)

VT 008 056
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology. A Teaching Guide.

American Society of Radiologic Technologists, Fond du Lac, Wis.
MF AVAILABLE IN VT-ERIC SET.
American Society of Radiologic Technologists, 645 North Michigan Avenue, Chicago, Illinois 60611 ($3.50).
Pub Date - May67 134p.

*TEACHING GUIDES; *HEALTH OCCUPATIONS EDUCATION; *RADIOLOGIC TECHNOLOGISTS; TECHNICAL EDUCATION; POST SECONDARY EDUCATION; *CURRICULUM GUIDES; *COURSE DESCRIPTIONS

As a second edition this guide is for the use of school directors and teachers in connection with 2-year post high school programs. It is estimated that more than 50 educators--technicians and radiologists--collaborated in the guide's development. The undertaking was sponsored jointly by the American Society of X-Ray Technicians and the Commission on Technician Affairs of the American College of Radiology. Much of the spadework was done by the Education Committee of the American Society of X-Ray Technicians with the assistance of the Greater St. Louis Educational Council. The course is designed to be presented in approximately 400 teaching hours, including lectures, demonstrations, discussions, seminars, film critiques, and review. Part I includes outlines of courses believed essential: orientation, elementary radiation protection, professional ethics, office procedures, anatomy and physiology, physics, darkroom chemistry and technique, principles of radiographic exposure, radiographic positioning, medical terminology, radiographic procedures using contrast media, nursing procedures, pediatric radiography, protection, special procedures, topographic anatomy, radiation therapy, intraoral radiography, medical and surgical diseases, administration, and equipment maintenance. Part II presents elective courses. Outlines include objectives, teaching methods, clock hours, placement in the program, instructors, content outline, and related references. (JK)

VT 008 234 ED 029 131
A Model Program for Dental Assisting Education in California.

California State Dept. of Education, Sacramento. Bureau of Industrial Education
California Univ., Los Angeles. Div. of Vocational Education
EDRS PRICE MF-$0.25 HC-$1.95
Pub Date - 68 37p.

*HEALTH OCCUPATIONS EDUCATION; *CURRICULUM GUIDES; *DENTAL ASSISTANTS; PROGRAM CONTENT; POST SECONDARY EDUCATION
*CALIFORNIA

Intended to provide assistance for developing new programs and improving existing ones, the guide was constructed by dental assisting instructors and other professional participants in a 1965 workshop conference. Elements of the model program were derived from a statistical analysis of California junior college programs in dental assisting and include courses in the major area of dental assisting, related fields, and general education. Behavioral objectives and content outlines are presented for seven subject matter fields: (1) introduction to dental assisting, (2) bio-dental sciences, (3) dental materials, (4) practice administration, (5) radiography, (6) operatory procedures, and (7) laboratory procedures. Objectives and content outlines are also included for supervised clinical experience. The sequence of instruction is considered an individual school prerogative. Recommendations include: (1) the program setting of a collegiate institution and the conferring of an associate degree, (2) approximately equal amounts of general education related courses and of specialized courses, (3) clinical experience in dental schools, clinics or hospitals, and private offices, and (4) appointment of an advisory committee of dentists and dental assistants. (JK)

VT 008 293
Lewis, Arnold M., Jr., Ed.
Immediate Care of the Sick and Injured; A Course Guide for the Instruction of Para-Medical Personnel in Emergency Medical Practices by Physicians.

Kansas Medical Society, Inc., Topeka
Sedgwick County Medical Society, Wichita, Kan.
Public Health Service (DHEW), Washington, D.C. Div. of Accident Prevention
DOCUMENT NOT AVAILABLE FROM EDRS.
The Medical Society of Sedgwick County, 1102 South Hillside, Wichita, Kansas 67211 ($1.25).
Pub Date - 66 131p.

*HEALTH PERSONNEL; EMERGENCY PROGRAMS; *FIRST AID; *MEDICAL TREATMENT; *TEACHING GUIDES; *EMERGENCY SQUAD PERSONNEL; POLICE; FIRE FIGHTERS; ACCIDENTS; INJURIES

Developed at the state level by a sub-committee appointed by the Kansas Medical Society Safety Committee, the guide consists of materials compiled from lectures presented at immediate care courses and from selected printed sources. It is intended to assist physicians in instructing personnel in advanced techniques in the immediate care of the sick and injured. The introductory chapter is reprinted from "The Report of the President's Committee on Traffic Safety" (U.S. Government Printing Office, 1965). Other chapters are: (1) transportation, (2) respiration, (3) circulation, (4) heart emergencies, (5) injuries, (6) fractures, (7) poisoning, (8) thermal injuries, (9) diabetic emergencies, (10) epilepsy, (11) mental disturbance, (12) emergency childbirth, and (13) legal aspects. Presented in appendixes are guidelines and suggestions for: (1) course planning, (2) use of films, (3) demonstrations, (4) equipment, and (5) handouts. (JK)

VT 008 321
Reese, Dorothy Erickson
How To Be a Nurse's Aide in a Nursing Home.

American Nursing Home Association, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
American Nursing Home Association, 1346 Connecticut Avenue, N.W., Washington, D.C. ($2.50).
Pub Date - 185p.

*STUDY GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *NURSING HOMES; *JOB SKILLS; ADULT VOCATIONAL EDUCATION; SELF EVALUATION; TEXTBOOKS

This student manual is designed to be used in conjunction with teacher demonstrations and student practice. One instructor should supervise no more than 10 aides. While the time required will depend upon the size and educational background of the group, it is estimated that it will take at least 60 hours for demonstrations and practice. Each lesson includes the three parts of Introduction, What I Do, and How Well Did I Do It. The 62 topics are organized under the headings: (1) Introduction, (2) Food and Fluids, (3) Moving Patients, (4) Elimination, (5) Personal Activities of Patients, (6) Ways of Protecting a Patient, (7) Admission and Discharge, (8) Care of Equipment, (9) Temperature, Pulse, and Respiration, (10) Special Problems in Nursing Care, and (11) Applying Heat and Cold. (JK)

VT 008 333 ED 029 138
Pre-Service Education for Nurses' Aides in Hospitals, Nursing Homes, Home Health Agencies.

Colorado State Dept. of Public Health, Denver. Nursing Section
EDRS PRICE MF-$0.75 HC-$7.50
Nursing Section, Colorado State Department of Health, 4210 E. 11th Avenue, Denver, Colorado 80220 ($2.50).
Pub Date - 67 148p.

*NURSES AIDES; CURRICULUM GUIDES; TEACHING GUIDES; ADMINISTRATOR GUIDES; *ADULT VOCATIONAL EDUCATION; *PROGRAM GUIDES; *HEALTH OCCUPATIONS EDUCATION; LESSON PLANS; PROGRAM EVALUATION; ACHIEVEMENT TESTS; *COMPANIONS (OCCUPATION)

The guide was developed on the basis of advice from a widely representative committee appointed by the Colorado State Department of Public Health. The materials were tested in a course in an urban center and a course in a rural center. The initial portion of the manual presents: (1) guidelines for organizing preparatory nurse aide courses, (2) guidelines for orientation and inservice education for aides who have had preparatory courses, and (3) forms for student and employer evaluation of the courses. The remainder and major portion of the guide presents course outlines for the basic course for nurse aides and the supplementary course for those who are to work as home health aides. Course outlines include guidelines for preparation and teaching of the course, a listing of teaching aides, plans for reading assignments, sample schedules, student evaluation, and experience record forms, job descriptions, and lesson plans. The time allotment for the basic course is 180 hours and for the supplementary course 60 hours. (JK)

VT 008 376
Owen, F. Carrington; Hawkins, Amie V.
Curriculum Guide of the Advanced Practical Nurse.

Public Health Service (DHEW), Washington, D.C. Div. of Indian Health
Public Health Service Indian Hospital, Rapid City, S.D.
MF AVAILABLE IN VT-ERIC SET.
U.S. Public Health Service, Indian Health Service, Nursing Services Branch, 7915 Eastern Avenue, Silver Spring, Maryland 20910 (single copies available without charge).
Pub Date - Apr66 60p.

*HEALTH OCCUPATIONS EDUCATION; *PRACTICAL NURSING; *INDIANS; PROGRAM DESCRIPTIONS; *CURRICULUM GUIDES; CLINICAL EXPERIENCE; *ADVANCED PROGRAMS; PROGRAM EVALUATION; STUDENT EVALUATION; STUDY GUIDES
PUBLIC HEALTH SERVICE INDIAN HOSPITALS; SOUTH DAKOTA

The objectives of the 3-month program which utilizes the Indian hospitals in Rapid City and Pine Ridge, South Dakota include: (1) improvement in quality of nursing care, (2) preparation of Indian licensed practical nurses to function in more advanced and specialized areas of patient care, to meet civil service commission requirements for promotion to the next highest grade level, and (3) development by the practical nurse of understanding nurse and patient attitudes and behavior. The first class was admitted in 1963 and three classes are graduated each year. Enrollment is limited to 10 students per class, and a student must be of one-fourth degree Indian blood, a graduate of one of three Indian practical nursing schools, and an employee of a PHS Indian hospital. Separate courses focus upon the nursing responsibilities related to: (1) long term illness, (2) administration of medications, (3) accidents, (4) long term illness in children, (5) community health, (6) obstetrics, (7) pediatrics, and (8) medical and surgical conditions. Course outlines present objectives, topics outlines, and suggested references, audio-visual aids, and field trips. Sample forms are appended. (JK)

VT 008 418
Gowings, Dan D., Ed.
Ambulance Attendant Training Manual.

Pennsylvania State Dept. of Health, Harrisburg
MF AVAILABLE IN VT-ERIC SET.
Pennsylvania Department of Health, Post Office Box 90, Harrisburg, Pennsylvania 17120 ($1.50).
Pub Date - 64 123p.

*MANUALS; *EMERGENCY SQUAD PERSONNEL; *ADULT VOCATIONAL EDUCATION; *SUPPLEMENTARY TEXTBOOKS; MEDICAL TREATMENT; VOLUNTEERS; FIRST AID

This manual is intended for use by Pennsylvania ambulance attendants and other paramedical personnel as a textbook for training courses in emergency medical care. Developed by the Pennsylvania Medical Society, it was tested through a pilot project. Chapters include: (1) First Aid Review, (2) Resuscitation and Care of the Unconscious Patient, (3) External Bleeding, (4) Fractures and Dislocations, (5) Shock, (6) Head, Chest, and Abdominal Injuries, (7) Heart Attacks and Strokes, (8) Burns and Frostbite, (9) Obstetrics, (10) Communicable Diseases, (11) Poisons (Drug, Chemical, and Food), (12) Psychiatric and other Unruly Patients, (13) Miscellaneous Ambulance Cases, (14) Coroner's Cases--Dead on Arrival, (15) Emergency Ambulance Cases, (16) Attitude and Recognition, (17) Air Transport of the Injured, and (18) Communications and Management of Mass Casualties. The teacher should be a physician and students should have completed the standard and advanced Red Cross first aid courses. (JK)

VT 008 594
Griffin, Noyce L.
Electronics for Hospital Patient Care. Public Health Service No. 930-D-25.

Public Health Service (DHEW), Silver Springs, Md. Architectural and Engineering Branch
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (PHS930-D-25, $.70).
Pub Date - 68 74p.

*ELECTRONIC EQUIPMENT; *BIOMEDICAL EQUIPMENT; MEDICAL EVALUATION; *EQUIPMENT UTILIZATION; *HEALTH OCCUPATIONS EDUCATION; FACILITIES; MEDICAL SERVICES; BIBLIOGRAPHIES; MEDICAL RESEARCH; CLINICAL DIAGNOSIS; EQUIPMENT EVALUATION

A variety of electrical and electronic devices are being used in hospitals, rehabilitation centers, and clinical laboratories to monitor and analyze functions of the human body. Part I of this publication presents brief descriptions of the basic components of electronic and related electric equipment and their applications in hospitals for monitoring of patients and for certain diagnostic procedures. The basic components of medical electronic equipment described are the sensor, electrode, transducer, amplifier, and receiver. Further discussion is provided on the electric power supply, grounding, cardiac catheterization, electronic equipment and radiating sources, and the electromagnetic spectrum. Part II is a report of a study of practices of monitoring patients' physiological conditions made to determine the need for such biomedical monitoring, its practical aspects, the extent to which the need is being met, and to assemble and publish information that may be useful in planning electronic monitoring facilities. Appended materials include: (1) a selected list of medical electronic equipment, (2) information on electromagnetic shielding and the electromagnetic spectrum, (3) photographic illustrations and floor plans for cardiac catheterization and intensive care nursing facilities, (4) equipment lists for crash carts used for cardiac and general emergencies, and (5) a bibliography of references on medical electronic equipment. (HC)

VT 008 616
Wilcox, Jane
Blood Pressure Measurement. A Programed Notebook for Nurses. Public Health Service Pub-No-1191.

National Inst. of Health, Bethesda, Md.
MF AVAILABLE IN VT-ERIC SET.
The Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 ($.45).
Pub Date - 64 72p.

*HEALTH OCCUPATIONS EDUCATION; *PROFESSIONAL EDUCATION; *NURSING; *PROGRAMED UNITS; *CARDIOVASCULAR SYSTEM; UNITS OF STUDY (SUBJECT FIELDS)

Designed for the use of nursing students in preparation for the class session(s) on blood pressure measurement, this programed notebook is organized into three major parts: (1) basic concepts, (2) methods and equipment, (3) techniques and procedures. Each part includes an introductory and a review set. Students are encouraged to enter topics on which they desire further discussion in the space provided at the back of the book. (JK)

VT 008 763
Indian Health Home Nursing Course; Instructor's Guide.

Public Health Service (DHEW), Washington, D.C. Div. of Indian Health
MF AVAILABLE IN VT-ERIC SET.
PHS-Pub-1339
Pub Date - Dec65 107p.

*HEALTH OCCUPATIONS EDUCATION; AMERICAN INDIANS; *TEACHING GUIDES; *PRACTICAL NURSING; *COMPANIONS (OCCUPATION); STUDENT PROJECTS; *JOB SKILLS; ADULT VOCATIONAL EDUCATION
*INDIAN HEALTH SERVICE; AMERICAN RED CROSS

This guide is for use in teaching a course in home nursing to Indians and Alaska natives to prepare them to instruct others in the community on nursing techniques. The guide is an adaptation of the "American Red Cross Home Nursing Instructor's Guide" and resulted from a 1964 pilot program developed on the Whiteriver-Fort Apache Indian Reservation in Arizona. Lessons include such subjects as: (1) taking the temperature, pulse, and respiration, (2) keeping records, (3) making an empty bed, (4) bathing the patient, (5) applying principles of good posture for the nurse and patient, (6) following doctor's orders, (7) assisting the patient to sit up and get out of bed, (8) applying principles of nutrition, preparing foods, and feeding the patient, (9) giving medicines, (10) using the bed pan, hot water bag, and ice bag, (11) applying hot-wet packs, (12) giving mouth care, (13) bathing the baby and (14) caring for the baby's bottle. The teacher of the initial training course should be a Red Cross instructor or a public health nurse. Course length is approximately 60 hours and each lesson requires about 3 hours. Considerable flexibility, however, should be assumed in relation to scheduling class hours which should depend upon the needs and other responsibilities of the group. (JK)

VT 009 036
Training Plan Outlines for Manpower Development and Training ct Courses for Nursery School Aides.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 22p.

*CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *CHILD CARE WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; NURSERY SCHOOL AIDES

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as nursery school aides. Brief descriptive information and a topical outline for each course present: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) teaching aids, instructional materials, and new equipment, and (5) evaluation of progress and achievement. The courses outlined range in length from 360 to 1080 clock hours. (AW)

VT 009 090
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 44p.

*CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES; *PRACTICAL NURSES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as nurses, licensed practical nurses, and special nurses. The plans provide brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) teaching aids, instructional materials, and new equipment, and (5) evaluation of progress and achievement. The courses described range in length from 480 to 1880 clock hours. (AW)

VT 009 228
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 26p.

*CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *DENTAL TECHNICIANS; *SURGICAL TECHNICIANS; MEDICAL LABORATORY ASSISTANTS; THERAPISTS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

These examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses are designed to prepare trainees for employment as dental laboratory technicians, surgical technicians, medical laboratory assistants, and radiotherapists. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) teaching aids, instructional materials, and new equipment, and (5) evaluation of progress and achievement. Some courses also include proposed budgets. The course outlines presented range in length from 1,040 to 2,000 clock hours. (AW)

VT 009 267
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 96p.

*CURRICULUM GUIDES; *HEALTH OCCUPATIONS EDUCATION; *NURSES AIDES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

These examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses are designed to prepare trainees for employment as nurse aides and nurse aide orderlies. Prepared by training agencies under provisions of the MDTA, the plans provide brief descriptive information and a topical outline of each course, covering: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, new equipment, and teaching aids, and (5) evaluation of progress and achievement. The courses outlined range in length from 120 to 960 clock hours. (AW)

HOME ECONOMICS
EDUCATION
SECTION

VT 000 404
Clothing Service Training, A Basic Guide.

North Carolina State Dept. of Public Instruction, Raleigh. Home Economics Section
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Aug65 47p.

*CURRICULUM GUIDES; TEACHING GUIDES; *OCCUPATIONAL HOME ECONOMICS; *CLOTHING MAINTENANCE SPECIALISTS; *SEAMSTRESSES; *CLOTHING INSTRUCTION; OCCUPATIONAL INFORMATION; SECONDARY GRADES; BIBLIOGRAPHIES

Curriculum materials and organizational procedures for teacher use in planning occupational home economics courses to prepare students for clothing services and custom serving occupations were developed by state supervisors of home economics and tested by instructors in workshops. The materials are designed for secondary level students who have had previous experiences with clothing and the prerequisite general course. One hour of class work daily for a school year plus 50 hours of observation is the suggested time allotment. Desirable personal and skill competencies to be developed are listed. Generalizations, content, and learning experiences are included for the following: (1) desirable qualifications for employment in clothing service, (2) grooming and personal appearance, (3) selection, use, and care of sewing equipment, (4) management problems in clothing services, (5) controlled experiences and basic sewing skills, (6) alterations, (7) business relations, and (8) legal aspects of employment. A bibliography is included. (FP)

VT 000 842
Knoll, Marjorie
Teaching Home Management. DHE Topics No. 19.

National Education Association, Washington, D.C. Dept. of Home Economics
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May63 16p.

*HOME ECONOMICS EDUCATION; *HOME MANAGEMENT; *CONCEPT TEACHING; *TEACHING TECHNIQUES

Because teaching home management has been questionable both as to time spent and subject matter presented, home economics specialists are trying to identify basic concepts in the field and show how to teach them. As a basis for selecting material, the questions which might be asked are: (1) What are the fundamental principles, the central concepts and the major ideas associated with the field of study, and (2) Which ideas are essential to a real understanding of that field. A successful method for teaching home management is by the use of case studies, followed by discussion questions and analysis. Suggestions are given for the use of three sample case studies. Home economists are urged to keep abreast of the increased body of research in the field, most of which is found in masters' and doctors' theses. Located by use of journals and abstract publications, these can be utilized in all phases of teaching. Teachers should ask themselves: (1) What are the most important things a student needs to know about management, (2) What are the important concepts and how are they related to each other, (3) How can I teach these things, and (4) Can I use case studies and results of research to help my teaching. A chart showing the conceptual framework for home management is included. (MS)

VT 001 535
Corbett, Helen A.
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.

Seattle Public Schools, Wash.
MF AVAILABLE IN VT-ERIC SET.
Seattle Public Schools, 815 Fourth Avenue North, Seattle, Washington 98109 ($3.75).
Pub Date - 65 88p.

*CURRICULUM GUIDES; *RESOURCE MATERIALS; *HOMEMAKING EDUCATION; *HOMEMAKING SKILLS; FOODS INSTRUCTION; HOME MANAGEMENT; CLOTHING INSTRUCTION; SECONDARY GRADES

Guidelines for teacher use in preparing home economics lessons for secondary level students were developed by classroom teachers, tested in the classroom and refined. Broad purposes of the guide are: (1) to provide teachers with lists of reference materials and essential concepts, (2) provide administrators and parents with an informative reference as an aide to interpreting the program, and (3) to serve as a counseling and guidance tool. Subject matter content, organized according to overview, goals, concepts, learning experiences, evaluation and references, are included for course sequences as well as the semester special interest courses. Course titles are: (1) Homemaking 7--Clothing, Foods, (2) Homemaking 8--Clothing, Foods, (3) Homemaking 9--Clothing I, Foods I, Personal Living, (4) Clothing II, (5) Clothing III, (6) Tailoring I and II, (7) Foods II, (8) Foods III, (9) Meal Management I, (10) Clothing IV, (11) Meal Management II (occupatinal preparation), (12) Home Management A and B, (13) Home Living, (14) Senior Homemaking, and (15) Senior Foods. The document is illustrated with sketches and photographs. (FP)

VT 002 381
Home Economics Evaluation Devices in the Senior High School.

Denver Public Schools, Colo. Div. of Instructional Services
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, Department of Business, Room 118, 414 Fourteenth Street, Denver, Colorado 80202 ($5.00)
Pub Date - 63 145p.

*EVALUATION TECHNIQUES; *STUDENT EVALUATION; *HOMEMAKING EDUCATION; *HOMEMAKING SKILLS; CLOTHING INSTRUCTION; COOKING INSTRUCTION; FOODS INSTRUCTION; SEWING INSTRUCTION; TEXTILES INSTRUCTION; *TESTS

Evaluation devices and answer keys developed by a committee of high school Home Economics teachers and a Home Economics director for teacher use in secondary level homemaking programs were tested and evaluated in six high schools before publication. Forty devices for evaluating foods instruction are classified according to orienting to foods, preparing foods, planning and serving. Topics include equipment, safety, sanitation, measurement, planning and serving, as well as various food products, e.g. cookies, vegetables, and convenience foods. Eleven clothing instruction evaluation instruments are classified according to (1) Using Equipment with Safety and Efficiency, (2) The Wardrobe: Planning-Buying-Care, and (3) Techniques of Construction. They include safety, patterns, fabrics, and sewing supplies, altering, cutting, marking, switching, and finishing garments. (FP)

VT 003 521
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.

Oakland Public Schools, Calif.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 6Jul65 118p.

*HOME ECONOMICS EDUCATION; *FOODS INSTRUCTION; CONCEPTUAL SCHEMES; SECONDARY GRADES; *CURRICULUM GUIDES; FAMILY LIVING; *NUTRITION EDUCATION

Curriculum materials to be used by secondary level homemaking teachers in planning foods and nutrition lessons were developed by a teacher curriculum committee, tested in 22 schools and revised. Major generalizations supporting basic concepts of food are stated for planning, fun, food and behavior, nutrition, acceptability, preparation, protection, variety, selection, storage and handling, and flexible patterns of eating and serving. Objectives are listed for desirable changes in behavior and attitudes. Recommendations for teaching foods note the teacher's obligation to: accept changes, use current methods and materials, use a variety of methods, and help students evaluate present and possible future developments. It is also the teacher's responsibility to plan and provide experiences from which students can develop generalizations that may modify their concepts. The overall sequential development of suggested activities in family foods is presented in chart form. Expansion of suggested ideas, grades 7 to 12, are outlined on individual pages, each page containing the concept, generalization, the type of activity with three progressive levels of difficulty. Suggested food combinations are listed for different skill levels. Documented vignettes of food and nutrition research and a reference list are also included in the document. (FP)

VT 004 749
Teacher's Guide to Financial Education.

National Education Association, Washington, D.C. Dept. of Home Economics
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 56p.

*TEACHING GUIDES; *HOME ECONOMICS EDUCATION; *BUSINESS EDUCATION; CONSUMER ECONOMICS; *CONSUMER EDUCATION; DISTRIBUTIVE EDUCATION; SECONDARY GRADES; ILLUSTRATIONS; TRANSPARENCIES; *MONEY MANAGEMENT; FINANCIAL SERVICES

Materials for teacher use in planning and teaching finance to high school students in home economics, business education, distributive education, and social service classes were developed by business education and home economics teachers and tested in several schools. The problem, "Not Enough Money," illustrates the difficulty of finding reliable sources of funds by telling stories of buying a suit for a senior, a car for a working girl, and a house for a young engaged couple. Home mortgage and interest rates are explained. Another problem, "Too Much Money" includes realistic and practical problems of compound interest, liquid and long-term investments, and the importance of character, capital, and capacity in getting and spending money. "Just Enough Money" describes what yearning can do to the budget and to future plans, and suggests that one can control impulsive acts of buying by understanding his financial condition. "Where to go for Answers" discusses the services of commercial banks, savings and loan associations, credit unions, and consumer finance companies. Much of the information is presented in story form. Selected sources of additional instructional aids are listed. Illustrations may be reproduced for use as overhead projection transparencies or other instructional aids. (FP)

VT 004 938
Home Economics Resource Units, Occupational Education Classes. Secondary Schools.

Rochester City School District, N.Y. Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Rochester City School District, 13 South Fitzhugh Street, Rochester, New York 14614 ($2.80).
Pub Date - 67 210p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; STUDENT CHARACTERISTICS; JUNIOR HIGH SCHOOL STUDENTS; *SLOW LEARNERS; SECONDARY GRADES; MENTALLY HANDICAPPED

Instructional materials for teacher use when planning home economics classes for junior and senior high school level slow learners and mentally educable students were developed by a committee of local teachers and tested with small groups. The four section document contains home economics resource materials for Occupational Education I, II, and III and information guides for home economics classes of special education pupils. Each section, presented on different colored paper, contains an index and bibliography. Introductory materials include (1) an overview of mental retardation and special education programs, (2) characteristics affecting learning abilities and personality adjustment and comparison with the average student of the same age, (3) a core curriculum, (4) encouraging acceptable behavior, (5) home economics objectives and suggestions for home economics teachers, and (6) scope and sequence for home economics. Other sections contain articulated material to develop concepts of relationships, care of the home, home care of the sick, clothing and grooming, foods and nutrition, and child care. Each page of the curriculum section lists generalizations, content, suggested experiences and activities, and resources in tabular form. (FP)

VT 005 558
Coble, M. Catherine
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged. Public Health Service Publication No. 1309.

Public Health Service (DHEW), Washington, D.C. Nursing Homes and Related Facilities Branch
MF AVAILABLE IN VT-ERIC SET.
Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS2.6/2:95, $1.25).
Pub Date - Jun65 95p.

*OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; FOOD SERVICE; PERSONAL CARE HOMES; ADULT VOCATIONAL EDUCATION; *TEXTBOOKS; *SUPERVISORY TRAINING; OLDER ADULTS; *NURSING HOMES; NUTRITION

Practical guidance on the details of food service and the principles of nutrition are offered for administrators, food-service supervisors, and cook-managers of nursing homes and similar facilities. The information is organized according to (1) The Meaning of Food, (2) Menu-Planning, (3) Food Purchasing, (4) Food Storage, (5) Food Preparation, (6) Meal Service, (7) Forms and Records, (8) Sanitation and Safety, (9) Management, (10) Remodeling or Building, and (11) Resources. Line drawings illustrate the subject matter. The document also contains the 1963 revised Recommended Dietary Allowances, forms for menu planning, work schedules, job descriptions, food order and inventory forms, and other charts and check lists. (FP)

VT 006 432
Nuerge, William Jr.
Training Yourself for Food Service.

Restaurant-Hotel Aids, Inc., Minneapolis, Minn.
DOCUMENT NOT AVAILABLE FROM EDRS.
Restaurant-Hotel Aids, Inc., 1409 Willow Street, Minneapolis, Minnesota 55403 ($2.00).
Pub Date - 65 55p.

*OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; WORKBOOKS; *FOODS INSTRUCTION; *FOOD SERVICE; ANSWER KEYS; *AUTOINSTRUCTIONAL AIDS; PHOTOGRAPHS

Instructional materials for student use in self-training for a food-service occupation are presented in workbook form. Photographs illustrate correct and incorrect situations and procedures. Correlated fill-in statements accompany each photograph. An answer key is included in the book. Content includes sanitation, customer relations, salesmanship, personal appearance and mannerisms, and management and efficiency techniques (FP)

VT 006 464
Barrett, Harold S.
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).

Connecticut State Dept. of Health, Hartford
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May66 69p.

*OCCUPATIONAL HOME ECONOMICS; *MAIDS; *COMPANIONS (OCCUPATION); *HEALTH PERSONNEL; SERVICE OCCUPATIONS; HOME MANAGEMENT; HOMEMAKING SKILLS; SAFETY; NUTRITION INSTRUCTION; FAMILY RELATIONSHIP; CHILD CARE; *CURRICULUM GUIDES; VISITING HOMEMAKERS; RESOURCE MATERIALS; ADULT VOCATIONAL EDUCATION

Materials to aid instructors, board members, and supervisors planning an orientation course for potential homemaker-health aide occupations are presented. A variety of consultants from many professional fields may be involved in the individual class sessions. This guide sets forth, in outline form, an overview of material which should give the homemaker and home health aide an initial identification with her agency and its responsibility, a review of knowledge and skills basic to home management, some understanding of the emotional and physical needs of people of all ages, a competency in fulfilling responsibilities in the area of personal and restorative care, an understanding of agency policies, and a familiarity with the many kinds of personnel who comprise the home care team. An awareness of legal implications in public health, principles of safety, prevention and control of disease, and promotion of mental and physical health should permeate the entire course. Content in outline form, designed to develop specific unit objectives, and reference sources, are listed. Sample forms are included. (FP)

VT 006 701
Homemaker-Home Health Aides; Training Manual.

National Council for Homemaker Services, Inc., New York, N.Y.
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
National Council for Homemaker Services, Inc., 1740 Broadway, New York, New York 10019 ($5.00).
Pub Date - 67 187p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; *SERVICE OCCUPATIONS; *MAIDS; HOME MANAGEMENT; ADULT VOCATIONAL EDUCATION; *COMPANIONS (OCCUPATION); PROGRAM GUIDES; INSTRUCTIONAL AIDS

Guidelines for teacher, supervisor, and administrator use in planning, developing, operating, or evaluating pre-service and in-service education programs for homemaker-home health aides were developed by a group of educators, public health nurses, social workers, nutritionists, and home economists. Homemaker-home health aide students should be able to read and write, work under supervision and be interested in people. Introductory materials relate the history of homemaker-home health aide services, and define terms. The details of planning and organizing a training program include staff and trainee responsibilities and qualifications, facilities, and instructional patterns. The second part of the guide supplies materials for 10 instructional units including programs for pre-service, on-the-job, combination of pre-service and on-the-job, and in-service training in a 40-hour course. Each unit focuses on a particular area of the aides responsibility: the family, the child, the aged, the community, finances, safety, nutrition, mental health, and personal care. The materials in each instructional unit are grouped under the headings: (1) Underlying Principles, (2) Educational Objectives, (3) Teaching Content, (4) Teaching Suggestions, (5) Teaching Resources, (6) Teaching Aids, and (7) Selected References. (FP)

VT 007 117
Henry, Sarah T., Comp.
Ideas for Teachers of Home Economics Occupational Training Programs.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 48p.

*OCCUPATIONAL HOME ECONOMICS; *INSTRUCTIONAL MATERIALS; *BIBLIOGRAPHIES; AUDIOVISUAL AIDS; *RESOURCE MATERIALS

Resource material recommendations contributed by occupational training program teachers for orientation, food service, child care, and clothing service occupations are listed. Bibliographic information, cost and contributor are cited for books and bulletins which are classified according to teacher, trainee, or adult trainees. Filmstrip, slide, poster, and program teaching materials data include the title, source, cost, and contributor. Transparency lists contain the foregoing information with the exception of the contributor. Periodical, equipment, and supply sources and prices are also included. (FP)

VT 007 119
Henry, Sarah T.
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel Unit I.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 54p.

*CURRICULUM GUIDES; *TEACHING GUIDES; RESOURCE MATERIALS; *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE WORKERS; *CHILD DEVELOPMENT; PRESCHOOL CHILDREN; ADULT VOCATIONAL EDUCATION; IMPROVEMENT; VOCATIONAL HIGH SCHOOLS

Curriculum needs were determined by a committee representing the Child Welfare and the Home Economics Division of the State Department of Education. Materials were developed according to their recommendations, tried out by several teachers, and revised in light of their suggestions. The guidelines are for teacher use in planning the first in a series of four units to prepare or up-grade adults who work in child day-care centers. The objectives of the unit are to develop an understanding of pre-school children as a basis for effectively guiding them in child-care centers. Lesson topics include: (1) What the Child-Care Worker Needs to Understand about Children, (2) Principles of Growth and Development, (3) Understanding the Two-Year Old, (4) Profile of the Three-Year Old, (5) Characteristics of the Four-Year Old, (6) What to Expect of the Five-Year Old, (7) Principles of Child Guidance, and (8) Guiding the Behavior of Children in Centers. The unit is designed for eight, 2-hour sessions. Each lesson suggests introductory techniques, teaching-learning activities, references, and instructional materials, as well as listing problems, and key ideas in the content. Supplementary forms, charts, and a bibliography of books and bulletins are included. Unit II is available as VT 007 121 and unit III as VT 007 120. (FP)

VT 007 120
Henry, Sarah T.
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel. Unit III.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 14p.

*CURRICULUM GUIDES; *OCCUPATIONAL HOME ECONOMICS; CHILD DEVELOPMENT; *CHILD CARE WORKERS; *TEACHING GUIDES; RESOURCE MATERIALS; PRESCHOOL LEARNING; *CREATIVE ACTIVITIES; ADULT VOCATIONAL EDUCATION

Curriculum needs were determined by a committee representing Child Welfare and the Home Economics Division of the State Department of Education. The guidelines are for teacher use in planning the third in a series of four units to prepare or up-grade adult workers in child day-care centers. Objectives of the unit are to develop an understanding of the values of creative activities and ways to improve these activities for children in centers. Lesson I describes organizational procedures, the meaning and importance of creative activity, and the environment conducive to play. Lesson II discusses arts and crafts for pre-school children, considering types, values of the experiences, and the role of adults in arts and crafts activities. Books, stories, poems, periodicals, and finger plays for children and adults are the concern of Lesson III. Experiences of music and rhythms are suggested in Lesson IV. Lesson V utilizes trips and excursions, experiences with numbers, and science activities to familiarize the children with the world around them. Lesson VI suggests creative experiences to make special occasions and seasonal activities more meaningful. A bibliography of books, bulletins and periodicals is included in the document. Related publications VT 007 119 and VT 007 121 contain Unit I and II of the course. (FP)

VT 007 121
Henry, Sarah T.
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 65p.

*CURRICULUM GUIDES; RESOURCE MATERIALS; *TEACHING GUIDES; *OCCUPATIONAL HOME ECONOMICS; *CHILD CARE WORKERS; *CHILDHOOD NEEDS; PRESCHOOL LEARNING; ADULT VOCATIONAL EDUCATION

Curriculum needs were determined by a committee representing Child Welfare and the Home Economics Division of the State Department of Education. Materials were developed according to their recommendations and tried out by several teachers. Materials were then revised in light of suggestions from these two groups. The guidelines are for teacher use in planning the second (Unit II), in a series of four units to prepare or up-grade adults who work in child day-care centers. Objectives of the unit are to understand the characteristics of a good child-care program and to identify some ways to carry out good programs in centers. Lesson topics include: (1) Launching a Good Child Care Program, (2) Children Learn Through Play, (3) Children Learn Through Routines, (4) More about Routines, (5) Looking at Good Child Care Programs, and (6) Planning Good Child Care Programs. Basic concepts of a unit are listed in a topical outline. Each lesson suggests introductory techniques, teaching-learning activities, references, and instructional materials as well as listing problems and key ideas in the content. Supplementary forms, charts, questionnaires, and a bibliography of books and bulletins are included. Documents VT 007 119 and VT 007 120 contain Unit I and Unit III for the same course. (FP)

VT 007 123
Henry, Sarah T.
Questions and Answers on Overhead Projection in Home Economics.

Kentucky Univ., Lexington. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 9p.

AUDIOVISUAL AIDS; *MANUALS; *HOME ECONOMICS EDUCATION; *TEACHER EDUCATION; INSERVICE TEACHER EDUCATION; TRANSPARENCIES; *OVERHEAD PROJECTORS; *EQUIPMENT UTILIZATION

To facilitate the use of their overhead projector in pre-service and in-service home economics teacher education, guidelines were developed by a home economics specialist. Materials are appropriate for teacher or student use at the high school or college level. The content, organized in question and answer form, interprets uses of the projector in home economics classes. Some purposes for using the techniques are to: awaken or strengthen interests, develop broader understanding, create desirable attitudes, supply information, develop manipulative or judgment ability, and provide a medium for evaluation. Projectors may be portable or desk models, classroom or auditorium size. Transparent and opaque materials can be projected. Transparencies are defined as a sheet of transparent film on which material is inscribed for projection. An original or master is the text, copy, or illustrative material from which one makes a transparency. Originals can be teacher-made, printed material, or prepared transparency masters. Permanent transparencies may be made with an infrared copy machine. Temporary and reusable transparencies are made by writing on a plastic sheet with a wax pencil, crayon, transparency pencil, or a felt tip pen. Using color, overlays, and framing as well as presentation techniques are described. Some advantages of using the overhead projector as well as disadvantages in its use are presented. (FP)

VT 007 210
Gangloff, Victoria Barli, And Others
Home Economics, Grades 7 and 8, High School 1 and 2.

Buffalo Public Schools, N.Y. Div. of Curriculum Evaluation and Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 196p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; GRADE 7; GRADE 8; SECONDARY GRADES; CONCEPT TEACHING; BEHAVIORAL GOALS; GENERALIZATIONS

The Home Economics course of study provides guidelines for teacher use with students in grades 7-12. The materials were developed by local classroom teachers and students and tested in the classroom prior to inclusion in the curriculum guide. The generalizations, concepts, sequential learning experiences, and activities have been adapted to meet the needs of all groups of learning including culturally and educationally disadvantaged students. The major sections of Home Economics grades 7 and 8 and high school 1 and 2 contain an overview, time allotment, sequential learnings, classroom experiences, and resources to develop stated concepts, generalizations, and behavioral goals. Evaluation devices, observation forms, checklist and a bibliography are included with each section. (FP)

VT 007 522
Knaub, Patricia M.; Heidtbrink, Marilyn, Ed.
A Course in General Homemaking (Homemaking Ix-67). Material for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 68 172p.

*CORRESPONDENCE STUDY; *INSTRUCTIONAL MATERIALS; *HOMEMAKING EDUCATION; *STUDY GUIDES; FOODS INSTRUCTION; CLOTHING INSTRUCTION; SECONDARY SCHOOL STUDENTS; PERSONAL RELATIONSHIP; ADULT EDUCATION; SELF EVALUATION; WORKSHEETS

A syllabus for secondary student use in directed study was developed by subject matter and correspondence study course specialists. Subject matter unit topics are: (1) Your Personal Appearance, (2) Meeting Your Clothing Needs, (3) Understanding Yourself and Others, and (4) You and the Food You Eat. Each unit contains factual information--illustrated with line drawings, several assignments, textbook references, worksheets, a keyed self-check test, and suggested time allotment. A correlated manual, including tests for the supervisor to administer to the correspondence course student is available as VT 007 523. Study and mailing directions and report forms for home experiences are included in the document. (FP)

VT 007 523
Knaub, Patricia M.; Heidtbrink, Marilyn, Ed.
A Course in General Homemaking (Homemaking Ix-67). Manual for the Supervisor Including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 68 24p.

*TESTS; *HOMEMAKING EDUCATION; *STUDENT EVALUATION; TESTING; SECONDARY GRADES; ADULT EDUCATION; *MANUALS; SUPERVISORY ACTIVITIES

A manual for supervisory use with secondary and adult students enrolled in the correspondence study, A Course in General Homemaking (reported in VT 007 522) was developed by subject matter and correspondence study specialists. Administrative guidelines list specific supervisory duties, student supplies, and a progress chart. Three unit tests and a final examination are also included in the document. (FP)

VT 007 526
Herbster, Corene; Johnson, Irene, Ed.
A Course in Housing and Home Equipment (Homemaking VIIx-67). Materials for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 67 219p.

*CORRESPONDENCE STUDY; *HOME FURNISHINGS; *INSTRUCTIONAL MATERIALS; *HOMEMAKING EDUCATION; *HOME MANAGEMENT; SECONDARY GRADES; ADULT EDUCATION; SELF EVALUATION; WORKBOOKS

A syllabus for secondary students to use in directed studies was developed by subject matter and correspondence study course specialists. Subject matter unit topics are: (1) Family Needs in a Home, (2) Buying, Renting, or Building, (3) Storage and Work Areas, (4) Principles of Design, (5) Planning the Interior of a Home, and (6) Consumer Buying. Each unit contains factual information--illustrated with line drawings, several assignments, textbook references, worksheets, keyed self-check tests, and suggested time allotment. A correlated manual which contains tests for the supervisor to administer is available as VT 007 527. Study and mailing directions are included. (FP)

VT 007 527
Herbster, Corene; Johnson, Irene, Ed.
A Course in Housing and Home Equipment (Homemaking VIIx-67). Manual for the Supervisor Including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 67 33p.

*CORRESPONDENCE STUDY; *HOME FURNISHINGS; *HOMEMAKING EDUCATION; *HOME MANAGEMENT; STUDENT EVALUATION; TESTS

A manual for supervisory use with secondary and adult students enrolled in a correspondence study of housing and home equipment (reported in VT 007 526) was developed by subject matter and correspondence study specialists. Administrative guidelines list specific supervisory duties, a list of student supplies, and a progress chart. Six unit tests and a final examination are also included. (FP)

VT 007 528
Brown, Fern; Johnson, Irene, Ed.
A Course in Personal and Social Relationships (Homemaking IXx-67). Material for the Student. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($3.00).
Pub Date - 67 203p.

*CORRESPONDENCE STUDY; *STUDY GUIDES; SUPPLEMENTARY TEXTBOOKS; *HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; *HOUSEWIVES; SELF EVALUATION; FAMILY LIFE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION

A syllabus for secondary students to use in directed study was developed by subject matter and correspondence study course specialists. Subject matter unit topics are: (1) Am I Ready for Marriage, (2) The Pair Relationship, (3) Sexuality, (4) Looking Toward Marriage, (5) Marriage, (6) Living Happily Ever After, (7) Becoming a Parent, and (8) Creative Family Life for Everyone. Each unit contains factual information, several assignments, textbook references, worksheets, and self-check tests, with the key. A correlated manual which contains tests to be administered by the supervisor is available as VT 007 529. Study and mailing directions for correspondence students are included. (FP)

VT 007 529
Brown, Fern; Johnson, Irene, Ed.
A Course in Personal and Social Relationships (Homemaking IXx-67). Manual for the Supervisor Including Form A Tests. Supervised Correspondence Study Series.

Nebraska Univ., Lincoln. Univ. Extension Div.
MF AVAILABLE IN VT-ERIC SET.
University Extension Division, University of Nebraska, Lincoln, Nebraska 68508 ($.50).
Pub Date - 67 35p.

*HOMEMAKING EDUCATION; *FAMILY LIFE EDUCATION; ACHIEVEMENT TESTS; *CORRESPONDENCE STUDY; *TEACHING GUIDES; *HOUSEWIVES; FAMILY LIFE; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; TEACHING PROCEDURES; STUDENT EVALUATION

A manual for supervisor use with secondary and adult students enrolled in the correspondence study of marriage and family relations (reported in VT 007 528) was developed by subject matter and correspondence study specialists. Administrative guidelines list specific supervisory duties, a student supply list, and a progress chart. Seven unit tests and a final examination are included in the document. (FP)

VT 007 749
Diffee, Jessie, And Others
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

Tulsa Public Schools, Okla.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 104p.

*OCCUPATIONAL HOME ECONOMICS; *CURRICULUM GUIDES; *HEALTH EDUCATION; HOME NURSING; *CHILD DEVELOPMENT; *FAMILY LIFE EDUCATION; RESOURCE MATERIALS; WORK ATTITUDES; OCCUPATIONAL INFORMATION; SECONDARY GRADES

A committee of home and family life teachers produced guidelines to aid homemaking teachers in preparing students for the triple role of wage earner, homemaker, and citizen. Introductory materials include the purposes of education, home and family life education, homemaking education, and the curriculum guide. The world of work unit includes concepts of why people work, the role of attitudes, job seeking, personal qualifications, job selection, interpersonal relations on the job, the relevance of education, reputation, and the dignity of work. The semester course in Child Development and Guidance contains concepts of individual differences, family interaction, personality variables, developmental needs and processes, childhood and parenthood values and attitudes, and child care. Concepts for the semester course, Health and Home Nursing, include identification of the kinds of health, factors affecting health, mental health, the relationship of health and personality, basic health principles, characteristics of a healthy person, responsibilities of the home nurse, safety, community resources, and the nursing profession. Course content and suggested activities, listed in outline form, and resource materials are included for each program area. (FP)

VT 007 812
Popiak, Nicholas
Food Science.

Middlesex County Vocational and Technical High Schools, New Brunswick, N.J.
Rutgers-The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Lab., Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($1.50).
Pub Date - Jan68 225p.

*FOODS INSTRUCTION; *OCCUPATIONAL HOME ECONOMICS; *SCIENCE ACTIVITIES; *SCIENCE EXPERIMENTS; *TEXTBOOKS; TESTS

A textbook for high school level vocational homemaking student use in preparation for commercial food occupations was developed by subject matter specialists and tested in the classroom. The scientifically oriented units cover (1) The Body and Food, (2) Physical and Chemical Changes in Food, (3) Composition of Foods, (4) Food Tests and Measurement, (5) Heat, (6) Water and Food, (7) Composition of Basic Foods, (8) Measuring Agents, (9) Food Spoilage, and (10) Food Preservation. Units contain objectives, related information, suggested activities, and assignments. A bibliography, glossary, and achievement tests are included in the document. (FP)

VT 008 059
Hartzler, F.E.
Modern Textiles.

Kansas State Teachers Coll., Emporia
Kansas State Board for Vocational Education, Topeka.
MF AVAILABLE IN VT-ERIC SET.
Department of Business, Kansas State Teachers College, Cremer Hall, Emporia, Kansas 66801 ($4.00).
Pub Date - 66 179p.

*PROGRAMED TEXTS; *HOME ECONOMICS EDUCATION; *TEXTILES INSTRUCTION; *PROGRAMED INSTRUCTION; INDIVIDUALIZED INSTRUCTION

Programed materials for secondary and post-secondary student use in learning about textiles were developed by secondary vocational coordinator-instructors, evaluated by an advisory committee and tested in the classroom. The document contains instructions on use of the linear programed material and lessons on textiles, weaves, characteristics of fibers, cotton, wool, linen, silk, viscose rayon, acetate, triacetate, nylon, dacron, orlon, dynel, acrilan, blends, wash and wear, and knitting. The document is mimeographed. (FP)

VT 008 235
Homemaking Guide Grades 7-12.

Salem Public Schools, Ore.
MF AVAILABLE IN VT-ERIC SET.
Curriculum Department, Salem Public Schools, 1309 Ferry Street, S.E., P.O. Box 87, Salem, Oregon 97308 ($3.00).
Pub Date - 68 105p.

*CURRICULUM GUIDES; *HOMEMAKING EDUCATION; HOMEMAKING SKILLS; FAMILY LIFE EDUCATION; CONCEPTUAL SCHEMES; CLOTHING INSTRUCTION; FOODS INSTRUCTION; NUTRITION INSTRUCTION; SECONDARY GRADES; BIBLIOGRAPHIES

Guidelines for homemaking teacher use in planning homemaking experiences which will develop basic understanding, appreciation, skill, and generalizable concepts for boys and girls grades 7-12 were developed by a group of homemaking teachers on the basis of researched needs of students, tested for 2 years, and revised. Introductory materials include a statement of the philosophy of homemaking education in the Salem public schools, a preface, definition of terms, and a list of approved homemaking education textbooks. A tri-color format organizes materials according to the subject matter areas of family living, clothing and related arts, and foods and nutrition. Each section is prefaced with an outline of the conceptual framework and a scope and sequence chart of the content. Guidelines toward teaching concepts at level 1 through 5 representing grades 7, 8, 9, 10-11-12, and 11-12, are presented in tabular form according to concepts, educational experiences, and generalizations. Lists of resources, including community speakers and audio-visual aids, are included for each program area. (FP)

VT 008 257
Money Management Library.

Household Finance Corp., Chicago, Ill. Money Management Inst.
MF AVAILABLE IN VT-ERIC SET.
Household Finance Corporation, Prudential Plaza, Chicago, Illinois 60601 ($3.00).
Pub Date - 68 480p.

*CONSUMER ECONOMICS; *CONSUMER EDUCATION; *HOME ECONOMICS EDUCATION; *MONEY MANAGEMENT; FAMILY INCOME; FAMILY MANAGEMENT; RESOURCE MATERIALS

Each individual achieves economic competence to the degree that he develops his ability to: (1) establish realistic goals for spending and saving, (2) work out a plan for the use of income, (3) make wise choices when purchasing goods and services, (4) understand credit, insurance, saving and investments, and (5) recognize rights and responsibilities as a consumer. The money management library is comprised of twelve booklets. "Your Budget," a personalized, easy-to-use system for managing income recommends simplicity, realism, flexibility, and being systematic. The booklet, "Childrens' Spending," suggests ways to teach children money management, while "For Young Moderns" offers money management guidelines for teens. "Your Food Dollar" and "Your Clothing Dollar" include planning, buying and care information. "Your Housing Dollar" discusses how to select and plan housing costs whether you rent, buy or build. "Your Home Furnishings Dollar" describes good designs and provides guidelines for purchasing home furnishings. "Your Equipment Dollar" offers suggestions for buying large and small appliances and cookware. "Your Shopping Dollar" explains the consumer role as a purchasing agent, customer, and citizen. "Your Automobile Dollar" discusses buying and maintaining a car. "Your Health and Recreation Dollar" describes how to plan a recreation and health program and includes information on health insurance. "Your Savings and Investment Dollar" shows how to start a savings and investment program. (FP)

VT 008 311 ED 029 136
Consumer Education: A Guide for Home Economics Teachers.

South Carolina State Dept. of Education, Columbia. Home Economics Education Section
Clemson Univ., S.C. Vocational Education Media Center
EDRS PRICE MF-$0.50 HC-$3.45
Pub Date - Sep68 67p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; SECONDARY EDUCATION; LEARNING ACTIVITIES; RESOURCE MATERIALS; PROGRAM CONTENT

Curriculum materials for teacher use in preparing consumer education lessons for students in eighth grade home economics, and Homemaking I, II, III, integrate consumer education principles with the subject matter areas of clothing, food and nutrition, housing, personal and family relations, child care and development, health, safety and home nursing. Materials, which were developed by teachers participating in a conference, were tested in the classroom for a year, revised, and prepared for publication. Facets of consumer education to be covered in each subject matter area at each grade level are presented in a scope and sequence chart and objective lists. Concepts, objectives, generalizations, learning experiences, and evaluation techniques and devices are suggested for a Homemaking III or family living course. Concepts include: (1) The Role of the Consumer, (2) Sound Money Philosophy, (3) Security for Home and Family, (4) Consumer Education, (5) Budgeting, and (6) Consumer Education in the Home Economics subject areas mentioned above. References for student and teacher use as well as audiovisual aids are included in the document. (FP)

VT 008 393
Human Development and the Family.

Purdue Univ., Lafayette, Ind.
Indiana State Dept. of Public Instruction, Indianapolis
MF AVAILABLE IN VT-ERIC SET.
Home Economics Education, State Department of Education, 401 State House, Indianapolis, Indiana 46204 ($.75).
Pub Date - Jul68 105p.

*FAMILY LIFE EDUCATION; *HOME ECONOMICS EDUCATION; *FAMILY RELATIONSHIP; *TEACHING GUIDES; HUMAN DEVELOPMENT; HEREDITY; ENVIRONMENT; FAMILY ENVIRONMENT; LEARNING; RESOURCE MATERIALS; FAMILY ROLE; DEVELOPMENTAL TASKS; PERSONAL RELATIONSHIP; *INDIVIDUAL DEVELOPMENT; INDIVIDUAL NEEDS; GENERALIZATION; FUNDAMENTAL CONCEPTS; UNITS OF STUDY (SUBJECT FIELDS); LEARNING ACTIVITIES; ATTITUDE TESTS; PERSONALITY; SECONDARY GRADES

The course materials for basic and advance level courses in Human Development and the Family were developed at two Purdue University workshops. Unit objectives are phrased in the cognitive domain and stated in terms of behavioral objectives. Generalizations are listed for teacher use and the student is expected to arrive at the conclusions through the learning experiences which are designed to develop specific listed concepts. An overview outlines the concepts and objectives for basic and advanced level courses. Concepts include: (1) the individual, heredity and development, (2) basic needs, (3) learning, (4) personal relationship, (5) family roles, (6) family functions, and (7) the family culture. The use of green paper emphasizes advanced level materials. A vocabulary list, attitude and value inventories, a bibliography of teacher and student references, bulletins, pamphlets and information sources, and a film list are included in the appendix. (FP)

VT 008 567
Program in Human Growth and Development (Sex Education).

Buffalo Public Schools, N.Y. Div. of Curriculum Evaluation and Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 19p.

*FAMILY LIFE EDUCATION; SEX DIFFERENCES; *SEX EDUCATION; SEX (CHARACTERISTICS); UPPER GRADES; *CURRICULUM GUIDES; ELEMENTARY GRADES; *INTEGRATED CURRICULUM; HOME ECONOMICS EDUCATION

Developed by a local committee of teachers, this curriculum guide is for use in Grades 4-6 for course and lesson planning. The material was pilot-tested in seven schools prior to publishing. The content includes general objectives, teaching guidelines, a course outline on human growth and development, suggested student activities, a vocabulary list, and lists of resource materials. The outline contains basic concepts and content relating to: (1) Stages of Growth, (2) Male Reproductive System, (3) Female Reproductive System, (4) Masturbation, (5) The Baby, and (6) Adoption. The 7-hour course may be taught by elementary teachers with appropriate inservice training. A general curriculum plan for Grades K-12 is included. (DM)

VT 008 572
Consumer's Buying Guide. How to Get Your Money's Worth.

Association of Better Business Bureaus International, New York, N.Y.
DOCUMENT NOT AVAILABLE FROM EDRS.
Better Business Bureau of Central Ohio, Inc., 71 East State Street, Columbus, Ohio 43215 ($1.00).
Pub Date - 69 209p.

*HOME ECONOMICS EDUCATION; *CONSUMER EDUCATION; *HOME MANAGEMENT; *CONSUMER ECONOMICS; FINANCIAL PROBLEMS; MONEY MANAGEMENT; *PURCHASING; DIRECTORIES
*BETTER BUSINESS BUREAU

An information source to aid persons in becoming more knowledgeable consumers was compiled on the basis of the varied experiences of 140 Better Business Bureaus. Today's market place offers many products, and many rapidly changing models; no one can possibly know everything about every article or gadget he might want to buy. Therefore, effective buying has become an art in itself. As such it entails gathering and analyzing information. Buying is such a universal and commonplace activity that few people recognize its inherent complexity. The document contains information on: (1) how to shop for a real value, (2) how to spot faulty merchandise, (3) how to read contracts and understand, and (4) basic facts about borrowing and financing. Basic guidelines are presented for buying a wide variety of foods and services; content areas include: (1) Better Business Bureau, (2) The intelligent consumer, (3) furniture and carpeting, (4) household appliances, (5) housing, (6) home improvement, (7) automobiles, (8) food, (9) clothing, and (10) buying with confidence. A list of the Better Business Bureau offices in the United States and abroad is included in the document. (FP)

VT 008 615
Food for Space Flight.

National Aeronautics and Space Administration, Washington, D.C. Educational Programs Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr69 7p.

*NUTRITION; *FOODS INSTRUCTION; *HOME ECONOMICS EDUCATION; *SCIENCE EXPERIMENTS; SCIENCE EDUCATION; *FOOD PROCESSING OCCUPATIONS; AEROSPACE TECHNOLOGY; ELEMENTARY GRADES; SECONDARY GRADES; ILLUSTRATIONS

Special procedures for preparing, packaging, and storing food were developed for manned space flights. Weight and space limitations require that food for astronauts be very lightweight, require very little storage space and no refrigeration. Meal components must be eaten directly from a sealed container, because the condition of relative weightlessness during space flight makes it impossible to keep solid foods on a plate or liquids in an open cup. Foods for Project Mercury were designed to test the physiology of swallowing solid and liquids in a state of weightlessness. Tube foods and compressed dried foods mixes in cube form were used for the experiment. No problems were experienced in chewing, drinking or swallowing. The freeze-dehydration process was used on foods for the Gemini program. Significant facts about the process are included. Studies about nutritional requirements in space are described. The document includes illustrations, a vocabulary list, and teaching suggestions. (FP)

VT 008 704
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.

Ohio State Dept. of Education, Columbus. Home Economics Education Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - May66 36p.

*OCCUPATIONAL HOME ECONOMICS; PROGRAM PLANNING; *JOB SKILLS; OCCUPATIONAL INFORMATION; COOPERATIVE EDUCATION; *PROGRAM DESCRIPTIONS; *STATE STANDARDS; *CURRICULUM; SECONDARY GRADES; RESOURCE MATERIALS

Reference material for administrator, teacher, and guidance counselor use in developing new programs and scheduling students for appropriate classes are presented. Part I, pertaining to programs and job training, includes descriptions of course areas: (1) child care aides and assistants, (2) homemaker assistants, (3) homemaking aides in nursing and rest homes, (4) food service workers, (5) clothing service workers, (6) drapery, slipcover and upholstery workers, and (7) general resources available for orientation and counseling. The following sub-topics are developed for each job training program: (1) a program description, (2) admission criteria, (3) performance, skills and abilities to be developed, (4) employment information, (5) counselling and orientation resources, and (6) appropriate grade level. Information for the general homemaking courses contain program descriptions, course goals, resources for use in orientation and counseling, student grade level, length and credit for the course, student prerequisites, and teacher and facility requirements. (FP)

VT 008 790
Planning the Adult Homemaking Program in South Carolina.

South Carolina State Dept. of Education, Columbia. Homemaking Education
Clemson Univ., S.C. Vocational Education Media Center
MF AVAILABLE IN VT-ERIC SET.
State Supervisor of Home Economics, Rutledge Building, Office of Vocational Education, State Dept. of Education, Columbia, South Carolina 29201 (limit: one per state supervisor of home economics).
Pub Date - Sep68 29p.

*PROGRAM GUIDES; *HOMEMAKING EDUCATION; *ADULT VOCATIONAL EDUCATION; *STATE PROGRAMS; *HOME ECONOMICS TEACHERS; INSERVICE TEACHER EDUCATION; PROGRAM PLANNING; TEACHING METHODS; PROGRAM EVALUATION; CURRICULUM
SOUTH CAROLINA

This program guide is a revision of a 1960 bulletin of the same title, developed/by state supervisors with suggestions by teachers, teacher educators, and student teachers. Its purpose is to help home economics teachers develop adult classes in homemaking. Sections include: (1) Beliefs About Adult Education, (2) Teachers of Adults, (3) Some Needs and Interests of Adults, (4) Planning for Adult Education, (5) The Advisory Committee, (6) What Will You Teach, (7) Teaching Methods and Techniques, (8) Occupational Programs and Adult Education, and (9) Evaluation. A 12-item bibliography is appended. (MU)

VT 009 050
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 59p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *FOOD SERVICE WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as waiters and waitresses, food service workers, dishwashers, and busboys are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course include: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 120 to 1,060 clock hours are described. (AW)

VT 009 227
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 87p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *MAIDS; VISITING HOMEMAKERS; *COMPANIONS (OCCUPATION); ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; HOUSEHOLD IRONING SPECIALISTS; HOUSEHOLD CLEANING SPECIALISTS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as professional homemakers, housekeepers, household ironing and cleaning specialists, home health aides, maids, and ward maids. The plans provide brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) teaching aids, instructional materials, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 90 to 780 clock hours are described. (AW)

VT 009 292
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 139p.

*CURRICULUM GUIDES; *HOME ECONOMICS EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *COOKS; *FOOD SERVICE WORKERS; ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as cooks, chefs, pantrymen, and kitchen workers are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course include: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. The outlines range in length from 160 to 2,600 clock hours. (AW)

INDUSTRIAL ARTS
EDUCATION
SECTION

VT 000 898
Industrial Arts Curriculum Guide for Seventh and Eighth Grades, Summer, 1966.

Jefferson County Public Schools, Louisville, Ky. Dept. of Curriculum Development and Supervision
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 58p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; GRADE 7; GRADE 8; *JUNIOR HIGH SCHOOLS

This guide was developed to enable teachers within the county to develop a uniform program that will give students growth experiences in industrial arts. The guide includes general objectives, specific instructions for using the content outlines, areas of industrial arts, content outlines for seventh and eighth grades, film bibliography, suggestions for opening and closing the school shop for the year, and a bibliography of texts. Seventh grade subject areas are drawing and planning, woodworking, metalworking, and leatherworking. Eighth grade subject areas are drawing and planning, electricity, metalworking, plastics, and woodworking. (EM)

VT 002 504
Administrative Guidelines for Industrial Education, Grades 7-12.

Nebraska Industrial Education Advisory Committee
Nebraska State Dept. of Education, Lincoln
MF AVAILABLE IN VT-ERIC SET.
Division of Vocational Education, State Department of Education, 10th Floor, State Capitol, P.O. Box 94727, Lincoln, Nebraska.
Pub Date - Aug66 52p.

*ADMINISTRATOR GUIDES; *INDUSTRIAL EDUCATION; *GUIDELINES; SECONDARY GRADES; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; ORGANIZATION; PROGRAM PLANNING; CURRICULUM

Developed by state supervisors, teacher educators, and subject matter specialists, this administrative guide was designed to aid school administrators and teachers in the development of quality programs in industrial arts and vocational education for grades 7 through 12. Following a pictorial representation of industrial education shop organization are guidelines on program beliefs and objectives, student flow within the program, safety and school shop planning, teacher preparation, and reimbursable vocational programs. The curriculum for the secondary grades industrial education program is presented through the use of an introductory statement, a list of objectives, and a content list for each course. Courses outlined for the junior high school are industrial, crafts, drafting, electricity-electronics, graphic arts, metalworking, introductory power mechanics, and woodworking. Senior high school courses presented are drafting, electricity-electronics, graphic arts, metalworking, power mechanics, and woodworking. Appended are lists of publishers, periodicals, and program terminology. (EM)

VT 004 684
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.

American Iron and Steel Inst., New York, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun66 96p.

*ANNOTATED BIBLIOGRAPHIES; TEACHING GUIDES; *INSTRUCTIONAL FILMS; VOCATIONAL EDUCATION; *INSTRUCTIONAL MATERIALS; ORIENTATION MATERIALS; *REFERENCE MATERIALS; *STEEL INDUSTRY

This annotated bibliography is for teacher use in selecting resource materials for units or courses treating iron and steel. Over 450 pamphlets, books, charts, films, and filmstrips which are available from 47 companies are given under these headings: (1) History and Development, (2) Visits to Mills, (3) Reports of Progress, (4) Job Opportunities, (5) Technical Information, (6) Products in Use, and (7) Production. These materials are coded for use in several levels and areas such as vocational education, industrial arts, engineering, science, mathematics, social studies, economics, and guidance. Indexes are included for titles and company sources. (EM)

VT 006 244
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.

Ohio State Dept. of Education, Columbus
Ohio Industrial Arts Association, Columbus
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Nov66 73p.

*STATE CURRICULUM GUIDES; *RESOURCE MATERIALS; *INDUSTRIAL ARTS; *HANDICRAFTS; SECONDARY GRADES; EDUCATIONAL EQUIPMENT; EQUIPMENT MANUFACTURERS; AUDIOVISUAL AIDS

This curriculum guide was developed by teachers, teacher educators, and supervisors for use by appropriate personnel in industrial arts crafts programs at the junior or senior high school level. Each course outline for jewelry, ceramics, leather, and plastics includes: (1) discussion topics, (2) references, (3) teaching aids, (4) demonstrations or experiments, (5) project activities, and (6) an equipment and supply list. (EM)

VT 006 247
Industrial Arts Curriculum Guide for Metals.

Ohio State Department of Education, Columbus
Ohio Industrial Arts Association, Columbus
MF AVAILABLE IN VT-ERIC SET.
Ohio State Department of Education, State Office Building, 65 South Front Street, Columbus, Ohio 43215 (no charge).
Pub Date - Jun67 45p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *METALS; SECONDARY GRADES; INSTRUCTIONAL AIDS; STUDENT PROJECTS

This curriculum guide was developed by teachers, teacher educators, and supervisors for use in industrial arts metals programs in junior and senior high schools. It was planned to assist in the organization of instructional units. Units include: (1) Metals and Their Characteristics, (2) Project Planning, (3) Measurement Techniques, (4) Shop Organization and Safety, (5) Cutting Techniques, (6) Forming Techniques, (7) Casting and Foundry, (8) Fastening Techniques, (9) Finishing Techniques, and (10) Mass Production, Machine Controls, and Automation. Each unit is keyed to five texts: (1) Ludwig and Ludwig, "Metalwork Technology and Practice," (McKnight and McKnight, 1962), (2) Feirer, "General Metals," (McGraw-Hill, 1959), (3) Feirer and Tatro, "Machine Tool Metalworking," (McGraw-Hill, 1961), (4) Walker, "Modern Metalwork," (Goodhart Wilcox, 1965), and (5) Johnson, "General Industrial Machine Shop," (C. A. Bennett, 1963). Supplementary materials include: (1) a reference bibliography, (2) addresses of reference sources, (3) sources of audio-visual materials, (4) sources of equipment and supplies, and (5) an equipment and tool list. (EM)

VT 006 452
Industrial Arts Grades 7-8. (Tentative).

Rochester City School District, N.Y. Div. of Instruction
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 116p.

*CURRICULUM GUIDES; GRADE 7; GRADE 8; *INDUSTRIAL ARTS; JUNIOR HIGH SCHOOLS; JUNIOR HIGH SCHOOL STUDENTS; INDIVIDUAL CHARACTERISTICS; STUDENT PROJECTS

The experimental curriculum materials for grades 7-8 were developed by teams of teachers and consultants, tested in the classroom between 1966 and 1968, and used in teacher training sessions during the summer of 1968. The course outline is divided into areas by grade levels. Grade 7 includes wood, ceramics, drawing, and plastics. Grade 8 covers electricity, graphic arts, metal and power. A 5-week sequential teaching plan is suggested for each instructional area. Each unit contains introductory materials which explain the unit objectives as well as concepts, teacher and pupil activities, and vocabulary. Physical, mental and emotional, and social characteristics of junior high school students are listed in the document as well as the implications of the forementioned factors for program planning. (FP)

VT 006 661
An Instructional Guide for Industrial Woodworking. Senior High School Industrial Education.

Los Angeles City Schools, Calif. Div. of Instructional Planning and Services
MF AVAILABLE IN VT-ERIC SET.
SC-636
Administrative Services Branch, Los Angeles City Schools, 450 North Grand Avenue, P.O. Box 3307, Los Angeles, California 90054 ($1.00).
Pub Date - 68 120p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; *WOODWORKING; *CARPENTERS; SECONDARY GRADES

This curriculum guide was designed for use by industrial education teachers of senior-high school woodworking courses. It was developed by local teachers, suprrvisors, and administrators and was tested in classroom use before publication. Industrial Woodworking 1 and 2 is a two semester, single period industrial arts course while Industrial Woodworking 3, 4, 5, and 6 are double period courses focusing on occupationally oriented activities and processes of woodworking. A 2-column format presents selected skills, processes, and activities. For each of these lists, topics in related technical information are suggested. Some of the major headings included in both types of courses are: (1) Planning, (2) Layout, (3) Holding Devices, (4) Cutting Tools, (5) Fasteners, (6) Joinery, (7) Gluing and Clamping, (8) Driving Tools, (9) Hardware Applications, (10) Woodworking Machines, (11) Home Mechanics, (12) Cabinetmaking, (13) House Construction, (14) Masonry, (15) Patternmaking, (16) Upholstery, and (17) Safety. Supplementary materials include safety rules and a sample safety test. (EM)

VT 007 334
Jahnke, L.P.
Fabrication Techniques for Turbine Components.

General Electric Co., Cincinnati, Ohio. Flight Propulsion Div.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 28p.; Paper presented at Advisory Group for Aerospace Research and Development Propulsion and Energetics Meeting (27th, Paris, April 4-7, 1966).

*RESOURCE MATERIALS; *INDUSTRIAL ARTS; *PRODUCTION TECHNIQUES; *WELDING; METALS; *AEROSPACE TECHNOLOGY

Brief descriptions are provided for 10 fabricating techniques which are currently used to produce jet engine components. These techniques are: (1) Electroforming, (2) Powder Metal Slip Casting, (3) Precision Vacuum Casting, (4) Chemical Milling, (5) Electro-chemical Machining, (6) Roll Forming, (7) Flame and Plasma Spraying, (8) High Temperature Brazing, (9) Programed Inert Gas Multi-Electrode Welding, and (10) Electron Beam Welding. Forty photographs illustrate these techniques. (EM)

VT 007 464
Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six. Curriculum Bulletin 173.

Kansas City Public Schools
MF AVAILABLE IN VT-ERIC SET.
Business Services Division, 601 Board of Education Building, 1211 McGee, Kansas City, Missouri 64106 ($2.00).
Pub Date - Jan68 149p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *CURRICULUM ENRICHMENT; SCIENCES; MATHEMATICS; SOCIAL STUDIES; ART; HEALTH; GRADE 5; GRADE 6; INSTRUCTIONAL AIDS; STUDENT PROJECTS

Developed as a 160-hour course by a curriculum director and a committee of teachers and consultants, this curriculum guide is for use by industrial arts and elementary teachers in grades 5 and 6. The major units are: (1) Science and the Industrial Arts, (2) Elementary Mathematics and the Industrial Arts, (3) Social Studies and the Industrial Arts, (4) Art and the Industrial Arts, and (5) Health and the Industrial Arts. Each unit includes objectives, suggested projects, required materials, and a content outline. Supplementary materials include lists of teaching aids, tools, materials, and references. The document is illustrated with photographs and line drawings. (EM)

VT 007 689
Industrial Arts; Electricity-Electronics.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 66 67p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *ELECTRICITY; *ELECTRONICS; SECONDARY GRADES; INSTRUCTIONAL AIDS; EDUCATIONAL EQUIPMENT; UNITS OF STUDY (SUBJECT FIELDS)
*UTAH

This curriculum guide is one of several developed to provide administrators and industrial arts teachers with the state-adopted curriculum for electricity-electronics. It was prepared by a committee under the direction of a state supervisor. Course outlines are given for a 9-week and an 18-week junior-high course and for three 36-week senior-high courses. Included for each course are general objectives, topical outlines, time allotments, and instructional aids and activities. Lists of films, books, and equipment are given. (EM)

VT 007 779
Beginning Leathercraft Projects for the Industrial Arts.

Denver Public Schools, Colo. Dept. of General Curriculum Services
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, Room 307, 414 14th Street, Denver, Colorado 80202 ($1.25).
Pub Date - 65 81p.

*SUPPLEMENTARY TEXTBOOKS; *INDUSTRIAL ARTS; *LEATHER; *HANDICRAFTS; *STUDENT PROJECTS

This project book is for student and teacher use in industrial arts crafts courses. It was developed by a committee of teachers. Illustrations, plans, material lists, procedural lists, and references are given for 30 simple leather projects. Line drawings and photographs illustrate the text. A similar publication for intermediates which contains 35 more difficult projects is available as VT 007 780. (EM)

VT 007 780
Intermediate Leathercraft Projects for the Industrial Arts.

Denver Public Schools, Colo. Dept. of General Curriculum Services
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, Room 307, 414 14th Street, Denver, Colorado 80202 ($1.50).
Pub Date - 65 115p.

*SUPPLEMENTARY TEXTBOOKS; *INDUSTRIAL ARTS; *LEATHER; *HANDICRAFTS; *STUDENT PROJECTS

This project book is for student and teacher use in industrial arts crafts courses. It was developed by a committee of teachers. Illustrations, plans, material lists, procedural lists, and references are given for 35 intermediate leather projects. Line drawings and photographs illustrate the text. A similar publication for beginners which contains 30 simple leather projects is available as VT 007 779. (EM)

VT 007 934
Junior High School Curriculum Guide for Industrial Arts.

Edmonton Dept. of Education, Alberta (Canada)
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep65 83p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; UPPER GRADES
ALBERTA; CANADA

This curriculum guide is for use by industrial arts teachers of junior high school programs. It was developed by a committee of teachers, supervisors, and teacher educators for the Province of Alberta, Canada. Brief unit outlines are given for (1) electricity, (2) electronics, (3) woodwork, (4) graphic communications, (5) graphic arts, (6) power mechanics, (7) plastics, (8) machine shop, (9) sheet and bench metal, (10) electronic computers, (12) industrial crafts, ceramics, (13) leather, (14) art metal, and (15) lapidary. Sample instruction sheets are appended. (EM)

VT 007 972
Blodgett, Omer W.
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

American Welding Society, New York, N.Y. United Engineering Center
DOCUMENT NOT AVAILABLE FROM EDRS.
American Welding Society, 345 E. 47th Street, New York, N.Y. 10017 ($2.50).
Pub Date - 68 86p.; Presented at Annual AWS Meeting (49th, Chicago, April, 1968).

*SUPPLEMENTARY TEXTBOOKS; *INDUSTRIAL ARTS; *TRADE AND INDUSTRIAL EDUCATION; *WELDING; *DESIGN; TECHNICAL EDUCATION

This booklet is for use by college students, teachers, or engineers interested in the design and fabrication of weldments. It focuses on a systems approach to weldments utilizing advanced design and fabrication techniques involving the efficient use of steel. Major topics are (1) The System Approach to the Efficient Use of Steel, (2) What the Designer Needs to Know, (3) The Design Approach--Part of Whole, (4) Designing for Strength and Rigidity, (5) The Design Procedure, (6) Redesign by Equivalent Sections, (7) The Design of Welded Joints, (8) Qualitative vs. Quantitative Methods, (9) Meeting a Design Problem, (10) Potential Sources of Trouble, (11) The Over-All View, and (12) Identification of a Design Problem. Illustrations, examples, formulae, and nomographs are provided for purposes of clarification and practicality. (EM)

VT 008 004
Buchanan, Glen, And Others
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

Shiloh Junior High, Parma, Ohio
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 28p.

*INDUSTRIAL ARTS; *EXPERIMENTAL CURRICULUM; TEAM TEACHING; JUNIOR HIGH SCHOOLS; *COURSE DESCRIPTIONS; *MANUFACTURING
*SHILOH JUNIOR HIGH SCHOOL; PARMA; OHIO

The major aims of this experimental industrial arts course were to develop (1) an understanding of the growth and development of American industry, (2) an understanding of the functions of manufacturing industries, and (3) the ability to solve problems related to the functions of manufacturing. Seventh and eighth grade classes which met the same period were combined on a regular basis and a ninth grade class participated intermittently. A teaching team involved three industrial arts teachers. The functions of manufacturing which were taught were:

(1) Management, (2) Finance, (3) Production Planning and Control, (4) Manufacturing, and (5) Marketing. Student corporations were formed, product research and development was done, production methods were examined, and a product was selected and produced. Evaluation of students and teachers by teachers and students was emphasized. An extensive bibliography is included. (EM)

VT 008 041
Industrial Arts Education Curriculum Guide.

Vermont Industrial Arts Teachers' Association
Vermont State Dept. of Education, Montpelier. Div. of Instructional Services
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 66p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; SECONDARY GRADES; COURSE DESCRIPTIONS

This curriculum guide is for use by administrators and industrial arts teachers in high school programs. It is a result of work done by a committee of teachers and a state consultant. Topical outlines are given for (1) Drafting, (2) Electricity, (3) General Metal, (4) Graphic Arts, (5) Power Mechanics, (6) Woodworking. Each outline includes general, specific and minimum course objectives, unit outlines, and lists of tools, equipment supplies, and instructional aids. (EM)

VT 008 052
Industrial Arts.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 100p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *MANUFACTURING; GRADE 7; GRADE 8; SIMULATION; INSTRUCTIONAL MATERIALS
*PRODUCTION TECHNOLOGY

This curriculum guide is for use by industrial arts teachers, principals, and others concerned with courses covering the principles, processes, and concepts of production technology. It was developed by teachers and teacher educators working with a state supervisor. The basis and organization of this guide is the production technology cycle: (1) orientation or developing the idea, (2) organization of the class as a model industry, (3) pre-production planning, (4) production run, and (5) terminal reports. Descriptive and sample instructional materials and objectives are included for each of these sections. Corporate and mass production simulation by students is involved throughout the guide. It is for use in grades 7 or 8. (EM)

VT 008 071
Industrial Arts; Safety Guide.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 68 44p.

*PROGRAM GUIDES; *INDUSTRIAL ARTS; SAFETY EDUCATION; *SCHOOL SAFETY; *ACCIDENT PREVENTION; *SCHOOL SHOPS; SECONDARY GRADES; ILLUSTRATIONS
UTAH

This safety guide is for use by industrial arts teachers. It was developed by a committee under the direction of a state supervisor. Information and standards are covered under 21 topics, some of which are: (1) Teacher Liability, (2) Safeguarding Machines, (3) Safety Personnel Organization, (4) Housekeeping, (5) Explosive Hazards, (6) Electrical Hazards, (7) Illumination, (8) Treatment of Injuries, and (9) Accident Reporting. Utah House Bill No. 25--Eye Safety Law, Shop Safety Inspection Check List, illustrations of minimum machine safety zones, illustrations of fire extinguishers, and a sample accident report form are appended. (EM)

VT 008 072
Industrial Arts; Graphic Arts.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 68 47p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *GRAPHIC ARTS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES
*UTAH

This curriculum guide is one of several related guides developed to provide administrators and industrial arts teachers with the state adopted curriculum outline for graphic arts. It was developed under the direction of a state supervisor. Major sections are Definitions of the Seven Graphic Arts Areas, The Junior High School Graphic Arts Program, and The Senior High School Graphic Arts Program. Provided are philosophical statements, program objectives, topical outlines for courses, student activities, and teaching aids. Lists of books, films and film strips, film sources, and equipment are included. (EM)

VT 008 156
Industrial Arts; Power Mechanics and Small Engines.

Utah State Board for Vocational Education, Salt Lake City
MF AVAILABLE IN VT-ERIC SET.
Utah State Board for Vocational Education, 1300 University Club Building, 136 East South Temple, Salt Lake City, Utah 84111 ($1.00).
Pub Date - 68 32p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; *ENGINES; *POWER MECHANICS; SECONDARY GRADES; INSTRUCTIONAL MATERIALS; BIBLIOGRAPHIES

This curriculum guide is one in a series developed to provide administrators and industrial arts teachers with the state-adopted curriculum for power and small engine mechanics. It was developed by a committee under the direction of a state supervisor. Course outlines are provided for a 9-week and an 18-week course appropriate for use at the ninth-grade level. Each provides a topical outline, time allotment, and instructional aids and activities. Supplementary materials include a sample procedure sheet, teaching guide, film list, tool list, and teaching aids. (EM)

VT 008 219
County Course of Study: Industrial Arts.

Florida State Dept. of Education, Tallahassee
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 58p.

*PROGRAM GUIDES; CURRICULUM GUIDES; *INDUSTRIAL ARTS; SECONDARY GRADES; EDUCATIONAL EQUIPMENT; PROGRAM CONTENT; EVALUATION CRITERIA; *PROGRAM DEVELOPMENT; EDUCATIONAL OBJECTIVES; EDUCATIONAL FACILITIES

This program guide was prepared by a developmental group of teachers through an examination and restatement of the place and purpose of industrial arts education in a changing, ever-expanding industrial and technical society. Guidelines for program development and evaluation are provided for a differentiated industrial arts program based on orientation and exploratory experiences in the junior high school and characterized by specialization and concentration in the senior high school. The guidelines are designed to assist school boards, administrators, and teachers in planning and developing general and specific program objectives, program financing, and laboratory facilities and equipment. The course of study outlines learning units and activities for (1) a 12-week Industrial Crafts course for grade 7, (2) 1-year courses in Drafting, General Metals, Woodworking, Electronics, and Power Mechanics for grades 10-12. A list of educational equipment necessary to provide adequate instruction is given. (EM)

VT 008 251
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.

New York State Education Dept., Albany
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 185p.

*STUDY GUIDES; *INDUSTRIAL ARTS; *ELECTRICITY; JUNIOR HIGH SCHOOLS; LEARNING ACTIVITIES; TESTS; BIBLIOGRAPHIES

This study guide is designed to direct the industrial arts student in the study of related subject matter in general electricity in the 7th, 8th, and 9th grade comprehensive general shop. It was developed by a teacher and state supervisor in cooperation with the New York Bureau of Vocational Curriculum Development and Industrial Teacher Training and the Bureau of Industrial Arts Education. To assist the instructor in lesson selection and use, the 79 lesson topics are grouped into 6 divisions of (1) Planning, (2) Social-Economics, (3) Guidance, (4) Science, (5) Safety and Hygiene, and (6) Consumer Values. Each lesson topic is prepared for a 10-minute average teacher presentation and includes specific background information related to the topic, a list of topic objectives, references, a student activity assignment and a topic test. The material is coordinated to the related lesson topics in the New York state syllabus for the comprehensive general shop. The appendix contains a composite bibliography of books, films, magazines, and periodicals as well as a detailed index of the study guide contents. (HC)

VT 008 253
Industrial Arts Syllabus in Transportation.

State Univ. of New York, Albany. Bureau of Secondary Curriculum Development
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 66 101p.

*CURRICULUM GUIDES; *INDUSTRIAL ARTS; *TRANSPORTATION; SECONDARY GRADES

This curriculum guide is for use by teachers and administrators concerned with an industrial arts course on transportation. It was prepared by a committee of teachers. Major divisions of the course outline are small engines, automotive transportation, aviation transportation, and marine transportation. Optional divisions treat bicycles, motorcycles, farm tractors, diesel engines, jet engines, and railroads. Each of these lists demonstrations, operations and processes, and related lesson topics which cover planning, social economics, science, safety and hygiene, and consumer values. (EM)

VT 008 255
Industrial Arts Education.

South Dakota State Board of Education, Pierre
MF AVAILABLE IN VT-ERIC SET.
South Dakota State Department of Education, Pierre, South Dakota (single copies available).
Pub Date - 67 80p.

*STATE CURRICULUM GUIDES; *INDUSTRIAL ARTS; SECONDARY GRADES
*SOUTH DAKOTA

This curriculum guide is for use by industrial arts teachers and administrators concerned with secondary courses. It was developed by a curriculum committee under the direction of a state supervisor. Major sections covering a junior and senior high school curriculum are: (1) Drafting, (2) Electricity-Electronics, (3) Graphic Arts, (4) Industrial Crafts, (5) Metals, (6) Power Mechanics, and (7) Woodwork. Each section provides objectives and topical outlines and cites references and aids for several courses. (EM)

VT 008 256
Electricity Project Ideas for Industrial Arts.

New York State Education Dept., Albany. Bureau of Industrial Arts Education
MF AVAILABLE IN VT-ERIC SET.
Publications Distribution Unit, State Education Department, Room 169, Education Building, Albany, New York 12224.
Pub Date - 65 137p.

*RESOURCE MATERIALS; *INDUSTRIAL ARTS; *ELECTRICITY; SECONDARY GRADES; *STUDENT PROJECTS

This monograph contains 28 student projects and 19 experiments for teacher use in grades 7-12. Each unit consists of an electrical project description, plan, and material list and construction hints. The experiments demonstrate basic theory of electricity and its application. (EM)

TRADE AND
INDUSTRIAL EDUCATION
SECTION

VT 000 432
Electronic Technology, A Suggested Two-Year Post-High School Program. Engineering Technology Series No. 2.

Illinois Univ., Urbana. Engineering Technology Curriculum Advisory Committee
Illinois State Board of Vocational Education, Springfield
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun64 74p.

*TECHNICAL EDUCATION; *CURRICULUM GUIDES; *ELECTRONIC TECHNICIANS; ELECTRONICS; *POST SECONDARY EDUCATION; *ENGINEERING TECHNICIANS; ASSOCIATE DEGREES

To aid administrators and instructors in developing an associate degree program in electronic technology, this curriculum guide describes the general requirements in the engineering and the electronic technology curriculums and suggests some possible course outlines for a 2-year program. It was developed by a national group of subject matter specialists and covers information on faculty, student selection, student services, courses, textbooks, laboratory instruction, equipment, and space requirements. Suggested course outlines are given for mechanical drafting, technical mathematics, communication, electronics, circuits, orientation, electronic drafting, technical physics, economics of industry, technical reporting, psychology and human relations, and industrial organization and operation. Suggested references and texts for each outline as well as a floor plan and equipment inventory for a laboratory are included. Number one of this series is available as VT 000 431 (AIM Spring 1969). This project is intended to implement two earlier publications which have been processed as ED 013 313 or VT 001 875 (AIM Winter 1967) and ED 013 309 or VT 001 736 (AIM Winter 1967). (MU)

VT 000 861
Suggested Guide. Training Program for Food Service Occupations.

Kentucky Univ., Lexington. Dept. of Home Economics Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 62p.

*OCCUPATIONAL HOME ECONOMICS; *FOOD SERVICE WORKERS; WAITRESS TRAINING; HOSTESS TRAINING; SALAD GIRL TRAINING; LUNCH COUNTER WAITRESS TRAINING; CURRICULUM GUIDES; SECONDARY LEVEL; ADULT EDUCATION

Classroom, laboratory work, and on-the-job experiences are suggested for preparing girls and women for occupations in food service and as waitresses, hostesses, salad girls, and lunch counter waitresses. The suggested length of the program is 180 clock hours including classwork and supervised work experiences. The first three units teach principles that are common to all food services, such as nutrition, safety, and sanitation. The fourth unit outlines training in the specific food service jobs. Trainees should have some work experience in each occupation at some time during the training program. Some criteria are listed for the trainees, teachers, facilities, and cooperating businesses. The appendix includes lists and sources of books, bulletins, films and film strips, and evaluation devices suggested for use with the course. (MS)

VT 001 284
Welding.

West Virginia State Board of Education, Charleston. Bureau of Vocational, Technical and Adult Education
MF AVAILABLE IN VT-ERIC SET.
Vocational Industrial Curriculum Department, Capitol Building, Charleston, West Virginia 25305 ($1.25).
Pub Date - Apr67 55p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *WELDERS; *WELDING; GRADE 11; GRADE 12; ADULT VOCATIONAL EDUCATION; EDUCATIONAL EQUIPMENT; EDUCATIONAL FACILITIES; RECORDS (FORMS); LEARNING ACTIVITIES

The purpose of this curriculum guide is to establish a set of standards for the content and equipment used in vocational welding courses at the secondary, postsecondary, and adult level. It was developed by teachers in several inservice workshops. Contents include: (1) a topical analysis of gas and electrical welding processes, (2) a topical course outline including student exercises for each section, (3) equipment standards, (4) list of instructional aids, and (5) student progress record forms. The outline was developed for 1080 hours of instruction for average students by a qualified instructor. (EM)

VT 001 678
Safety Policy Manual for the Technical Schools of Hawaii. Circular-96.

Hawaii State Dept. of Education, Honolulu
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 75p.

*SAFETY; *ACCIDENT PREVENTION; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION

The purpose of this manual is to assist instructors in carrying out safety responsibilities and to help train students in safe working habits. Chapter headings are: (1) Purpose, (2) Policy on Use of Shops by Personnel, (3) Responsibility of the District Superintendent, (4) Responsibility of the Principal, (5) Responsibility of the Instructor, (6) Clothing Regulations and Safety Equipment Required of All Students, (7) Accident Reports, (8) General Electrical Safety Policy for All Shops, (9) Color Engineering Requirements for Technical School Shops, and (10) Safety Rules for Specific Shops. The last chapter covers these shops: (1) aircraft mechanics, (2) auto body, (3) auto mechanics, (4) diesel mechanics, (5) cafeteria management, (6) carpentry and cabinetmaking, (7) commercial sewing, (8) cosmetology, (9) electricity, (10) electronics, (11) radio and television, (12) machine shop, (13) refrigeration and air conditioning, (14) sheet metal, and (15) welding. (EM)

VT 002 125
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation (St. Louis, Missouri, February 22-23, 1964).

Council on Hotel, Restaurant, and Institutional Education, Ithaca, N.Y.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 64 6p.

*SERVICE OCCUPATIONS; FOOD SERVICE OCCUPATIONS; *JUNIOR COLLEGES; *FOUNDATION PROGRAMS; FINANCIAL SUPPORT; *GUIDELINES; CURRICULUM

The Statler Foundation, interested in promoting junior college programs of quality for the public hospitality field, asked the 11 persons attending the meeting to develop some guidelines to help it appraise programs seeking financial help. The Foundation may provide matching funds up to $25,000 for a program when substantial local interest, time and funds are invested. Local industry must be willing to provide opportunities for practice internship and permanent jobs. The committee recommended that to be eligible for Foundation support, a school must offer substantially all the subject matter covered in the specifically required courses in the committee-developed curriculum designed for the student seeking immediate placement after the junior college experience. A minimum of 500 hours of supervised experience in the field was recommended. Laboratory facilities should be provided for instruction in basic sciences, in elementary and quantity food production, for front office procedures and general operation of transient hotel facilities. Specific standards for faculty number and training and for library facilities should be maintained. (MS)

VT 002 763
Wray, John D., And Others
School Food Service Sanitation, A Manual for School Food Service Employees.

North Carolina State Board of Health, Raleigh. Sanitary Engineering Div.
North Carolina State Dept. of Public Instruction, Raleigh. School Food Service
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr66 44p.

*SANITATION; PUBLIC HEALTH; HYGIENE; *OCCUPATIONAL HOME ECONOMICS; *SUPPLEMENTARY TEXTBOOKS; *FOOD SERVICE WORKERS; FACILITY GUIDELINES; ADULT VOCATIONAL EDUCATION; LUNCH PROGRAMS; *FOOD SERVICE OCCUPATIONS

Although this publication is a teaching text, it can be used also as a reference manual in promoting better understanding and practice of the principles of sanitation in the school food service program. Jointly prepared by staff members from the State Board of Health and the State Department of Public Instruction in North Carolina, the basic purposes are to provide information on some basic concepts of sanitation, to furnish some guidelines for serving safer meals, and to explain the role of health officials in food service sanitation. Contents are: (1) The Nature of Germs and How to Fight Them, (2) The Food Service Employee, (3) Foodhandling and Sanitation Practices, and (4) The Role of the Sanitarian. A copy of the inspection form for restaurants and food handling establishments and the school sanitation inspection form are included. A check sheet for evaluating the food service manager and personnel is also included. (MS)

VT 003 189
Fabrication Processes and Technology for Electronics.

Electronics Vocational School, Bloomington, Ind.
Indiana State Dept. of Public Instruction, Indianapolis. Trade and Industrial Service
Indiana State Univ., Terre Haute. Instructional Materials Lab.
MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($.75).
Pub Date - 64 59p.

TEACHING GUIDES; *STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONIC TECHNICIANS; *SHEET METAL WORK; WELDING; SECONDARY GRADES; INDIVIDUAL INSTRUCTION

The purpose of this course is to provide the high school electronic technician student with understanding and skill in the use of the basic shop tools and machines so that he may make repairs, alterations, or fabrications as needed. This study guide was developed by a vocational coordinator in cooperation with a representative of the Trade-Industrial-Technical Branch of the Vocational Division of Indiana. The course was designed on the concept and philosophy of using individual assignment sheets to allow each student to progress at his own rate and to enable the teacher to devote most of his time to individual instruction. The teacher's lesson outlines give the lesson objectives, references, introduction, subject material outline, and study assignments. The assignment sheets provide the student with the textbook reference, an introduction, and assignment study questions and experiments. Sample assignment subjects are: Safety in the Use of Tools and Machines, Hand Tools--Care and Uses, Cutting and Bending Sheet Metal, and Soldering Techniques. The course is designed for 1 semester, but may be extended to 2 semesters by adding assignment sheets for each tool or machine. This book is for teacher use only. The student is to use the assignment sheets in loose unbound form. When he completes an assignment sheet, he returns it to the teacher and secures the next one. (HC)

VT 004 192
McDaniel, John A.
Basic Pre-Service Course for Trade and Technical Education Teachers.

Idaho State Board for Vocational Education, Boise. Trade and Technical Education Div.
MF AVAILABLE IN VT-ERIC SET.
Idaho Vo-Ed-65.
Pub Date - 62 113p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; PRESERVICE EDUCATION; *TEACHING METHODS

This teaching guide is for use by teacher educators in a pre-service course for trade and technical education teachers. It was developed by area supervisors in this field. The purposes of the guide are to develop basic teaching methods and basic elements of educational philosophy for trade and technical education. The eight session titles are (1) Introduction to Vocational Education, (2) The Duties and Responsibilities of an Instructor, (3) How People Learn, (4) Factors Which Influence Learning, (5) The Four Steps of Instruction, (6) Lesson Planning, (7) Practice Teaching, and (8) Practice Teaching and Summary. These materials were designed for a 16-hour course for part-time or full-time instructors. Teachers should be certified teacher educators. Supplementary materials include transparency masters for illustrative charts coordinated with each session. (EM)

VT 004 264
Cosmetology, Suggested Course Outline.

Ohio State Dept. of Education, Columbus. Trade and Industrial Education Service
MF AVAILABLE IN VT-ERIC SET.
Ohio Trade and Industrial Education Service, Instructional Materials Laboratory, The Ohio State University, 1885 Neil Avenue, Columbus, Ohio 43210 ($1.00).
Pub Date - 67 32p.

*COSMETOLOGY; *CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; MANAGEMENT; SECONDARY GRADES; INSTRUCTIONAL AIDS; ADULT VOCATIONAL EDUCATION; *COSMETOLOGISTS; BIBLIOGRAPHIES; LABORATORY PROCEDURES; PRACTICAL MATHEMATICS

This course outline, a revision of a 1962 document, is for teacher use in planning and conducting classes in vocational cosmetology. It was designed by subject matter specialists and developed by a committee of teachers, supervisors, and teacher educators in a 2-week institute. Sections of instruction include the following major trade divisions: (1) Scalp, (2) Hands and Feet, (3) Hair, (4) Face, (5) Science, (6) Shop

Management, (7) Trade Mathematics, and (8) Legal Guidance. Lesson outlines present information in four categories in table form: (1) Laboratory, (2) Related Outline, (3) Teaching Aids, and (4) References. The material is intended for those students planning to enter the field of cosmetology. An extensive bibliography is included. (MU)

VT 004 773
Lehman, Walter, And Others
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.

Marathon County Technical Inst., Wausau, Wis.
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 142p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRONIC TECHNICIANS; *ELECTRONICS; *TECHNICAL EDUCATION; TECHNICAL INSTITUTES; POST SECONDARY GRADES
*MARATHON COUNTY TECHNICAL INSTITUTE; WISCONSIN

This curriculum guide is for teacher use in course planning in post-secondary electronics programs. It was developed by instructors with suggestions from an advisory committee. The content objectives are to describe and outline the current curriculum. Course outlines are provided for the 19 courses covering 4-semesters. Each outline gives (1) the course title, (2) class and credit hours, (3) a course description, (4) course objectives, (5) a topical outline, and (6) texts and references. The teacher should have academic and occupational experience in electronics. Students should have a high school background in physics and algebra and pass an electronics aptitude test before starting the curriculum. Supplementary materials include: (1) Statement of Institutional Purposes and Curriculum Organization, (2) Descriptive Philosophy of the School, (3) equipment inventory list, (4) description of the school library, (5) personnel resumes, (6) minutes of an advisory committee meeting, and (7) information on student personnel services. (EM)

VT 005 579
Handbook for School Bus Drivers.

Nebraska State Dept. of Education, Lincoln
MF AVAILABLE IN VT-ERIC SET.
Pub Date - nd 38p.

*SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *BUS DRIVERS; *ADULT VOCATIONAL EDUCATION; TRAFFIC SAFETY; DRIVER EDUCATION; FIRST AID; EQUIPMENT UTILIZATION
*NEBRASKA

This handbook is for use in school bus driver training courses by transportation supervisors and bus drivers in the state of Nebraska. It was prepared by the Director of School Transportation Services and was field tested before publication. The main purpose is to recommend safe and efficient practices which are in part based upon statutory requirements and in part on acceptable practice and experience. Unit headings are: (1) A School Bus, (2) Bus Driver's Examination, (3) School Bus Driver Qualifications, (4) Equipment Requirements, (5) Safe Stops for Loading and Unloading Children, (6) Railroad Crossings, (7) Additional School Bus Regulations, (8) Accident Procedures, (9) First Aid, (10) Specific Responsibilities of the Bus Driver, and (11) Tips on Driving. (EM)

VT 006 480
Hudiburg, Everett
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.

Oklahoma State Univ., Stillwater. Dept. of Fire Protection
International Fire Service Training Association, Stillwater, Okla.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Fire Protection Department, Oklahoma State University, Stillwater, Oklahoma 74074.
Pub Date - 62 63p.

*PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *TRADE AND INDUSTRIAL TEACHERS; *FIRE SCIENCE EDUCATION; *INSERVICE TEACHER EDUCATION; PROGRAM DEVELOPMENT; FACILITY REQUIREMENTS; CURRICULUM GUIDES; PROGRAM ADMINISTRATION

This program guide is for use in instructor training courses for fire department personnel. It is a guide for the development of a long-range training program. The author compiled the contents which were validated by The International Fire Service Training Association. Major sections are: Objectives of a Training Program, Training Facilities Required, The Training Officer and Instructors, and Operating a Training Program. Supplementary materials include a sample drill schedule, rookie schedule, monthly probationary report, personnel evaluation report, personnel field test report, and training report. A related publication is VT 006 484. (EM)

VT 006 484
Hudiburg, Everett
Fire Service Instructor Training.

Oklahoma State Univ., Stillwater. Dept. of Fire Protection
International Fire Service Training Association, Stillwater, Okla.
DOCUMENT NOT AVAILABLE FROM EDRS.
The Fire Protection Department, Oklahoma State University, Stillwater, Oklahoma 74074.
Pub Date - 66 86p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL TEACHERS; TRADE AND INDUSTRIAL EDUCATION; *TEACHING METHODS; *FIRE SCIENCE EDUCATION; *INSERVICE TEACHER EDUCATION; INSTRUCTIONAL AIDS

This manual is designed to be used by a qualified teacher trainer in trade and industrial education courses for instructors of firemen-training programs. This second edition was compiled by the author and validated by The International Fire Service Training Association. Major sections are: (1) Introduction to Fire Service Instructor Training, (2) Teaching and Learning, (3) Teaching Procedures, (4) Types of Training, (5) Determining What to Teach, (6) Steps in Teaching, (7) Visual Aids, and (8) Techniques of Conference Leadership. A related publication is available as VT 006 480 (AIM). (EM)

VT 007 484
Machine Shop Group Instruction. Instructor's Guide.

Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City. Industrial Education Section
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($.50).
Pub Date - Sep67 48p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SCHOOL SHOPS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; POST SECONDARY EDUCATION; INSTRUCTIONAL AIDS; AUDIOVISUAL AIDS; SECONDARY EDUCATION; RESOURCE MATERIALS

This instructor's guide was developed for use with VT 007 485 in a 180-hour course in machine shop. The content includes guides to 24 assignment sheets in the areas of fundamentals of machine shop, measurement and layout, benchwork, grinding machines, drill press, lathe, shaper, and milling machine. Each guide sheet contains a key to the study questions, suggested supplementary assignments, suggested list of visual aids, and other instructional aids. The key to the study questions lists a reference and page number where the answer may be obtained in one of six books. Teachers should be certified vocational instructors in secondary and post-secondary schools. (DM)

VT 007 485
Machine Shop Group Instruction. A Course of Study.

Missouri Univ., Columbia. Dept. of Industrial Education
Missouri State Dept. of Education, Jefferson City. Industrial Education Section
MF AVAILABLE IN VT-ERIC SET.
Industrial Education, 103 Industrial Education Building, University of Missouri, Columbia, Missouri 65201 ($1.50).
Pub Date - Sep67 48p.

*STUDY GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SCHOOL SHOPS; *MACHINE TOOL OPERATORS; *MACHINE TOOLS; POST SECONDARY EDUCATION; STUDENT RECORDS; SECONDARY EDUCATION

This course of study was developed for teaching machine shop on a group or class basis in a trade preparatory program. Fundamentals of machine shop, measurement and layout, benchwork, grinding machines, drill press, lathe, shaper, and milling machine are included in the 24 assignment sheets to be completed by junior and high school students in a 180-hour course. Each assignment in the manual contains an introduction, reading assignment, and a series of discussion questions based upon one of the six references for the course. The instructor's guide available as VT 007 484 is for use by certified vocational instructors teaching the course in secondary or post-secondary schools. (DM)

VT 007 487
Harayda, John, And Others
English for Printers.

Rutgers, The State Univ., New Brunswick, N.J. Vocational-Technical Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Jul68 249p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *PRINTERS; *ENGLISH; GRADE 11; GRADE 12; ACHIEVEMENT TESTS; *PRINTING

Developed by the authors in cooperation with an English department in a vocational high school, this textbook is for student use in vocational courses for printers. The 64 lessons are given under these titles: (1) The Story of Printing, (2) Spelling, (3) Compound Words, (4) Word Divisions, (5) Punctuation, (6) Capitalization, (7) Technical Terms, (8) Abbreviations, (9) The Style Manual, (10) Proofreading, and (11) Signs, Symbols, Numerals. Each lesson contains an objective, a reading unit, and study questions. Also included are 11 achievement tests. This textbook was designed for use during one or two periods per week in addition to the regular English curriculum. The teacher should be certified to teach English and the students should be of high school level and approved for printing courses. (EM)

VT 007 507
Chambers, W.W.
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.

Ohio State Univ., Columbus
Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Sep68 24p.

*CURRICULUM GUIDES; *SERVICE STATION ATTENDANT; *TRADE AND INDUSTRIAL EDUCATION; *ADULT VOCATIONAL EDUCATION; SALES OCCUPATIONS; SALESMANSHIP; BUSINESS SKILLS; INSTRUCTIONAL AIDS; AUTO MECHANICS; BIBLIOGRAPHIES; EDUCATIONAL FACILITIES

Developed by a trade and industrial education instructional materials laboratory, this guide was designed to assist administrators and teachers in developing course content for training potential automotive service station attendants with needed competencies. Course units are: (1) Occupational Orientation, (2) Appearance, Housekeeping, and Safety, (3) Selection, Use and Maintenance of Tools and Equipment, (4) Business Procedures, (5) Service Training, and (6) Salesmanship. Suggestions are included for planning the lesson, teaching aids, and criteria for evaluating training readiness for employment. The bibliography includes titles of manuals, brochures, pamphlets, aids, and visual aids. Appendixes include suggested lists of equipment, small tools, supplies, and suggested training facilities. The basic course is designed for approximately 165 hours of instruction for a class of 20 students. Teachers should be competent in teaching and have had current experience in the successful operation of an automotive service station. (MM)

VT 007 540
Safety. A Good Sign for '69.

Industrial Commission of Ohio, Columbus. Div. of Safety and Hygiene
MF AVAILABLE IN VT-ERIC SET.
Ohio Division of Safety and Hygiene, 700 West Third Avenue, Columbus, Ohio 43212 (copies available without charge).
Pub Date - 68 51p.

*LEADERS GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SAFETY; ACCIDENT PREVENTION; ADULT VOCATIONAL EDUCATION;
*SAFETY EDUCATION

This booklet was developed for use by industrial supervisors as a series of talks to employees on the subject of safety and accident prevention. This twelfth edition was prepared by a state safety division. The contents consist of 13 texts of 5 minute talks. Their titles are: (1) Where Do We Go From Here? (2) Avoid Hand Tool Accidents, (3) How to Put the Brakes on Moving Objects, (4) Stop...Bumping into Danger, (5) Give Falls the Run Around, (6) Have a Happy Vacation, (7) An Uplift Can Be Your Downfall, (8) Don't Be Mr. In Between, (9) Eye Believe! (10) Be Fire Resistant--Avoid Fires! (11) Beware That Hot Charge! (12) Let Safety Light Your Tree, and (13) Watch Out for Slips and Falls. A discussion of motivation and an accident prevention guide are included. Available with the document are posters and handout materials. (EM)

VT 007 584
Training in Shielded Metal-Arc Pipe Welding (Uphill). A Step by Step Explanation of How to Weld Pipe in the Horizontal (5g) and Vertical (2g) Fixed Positions with Sufficient Skill to Pass the ASME Procedure Qualification Test.

Hobart Brothers Welding School, Troy, Ohio
MF AVAILABLE IN VT-ERIC SET.
EW-269;PWU
Hobart Brothers Company, Hobart Square, Troy, Ohio 45373 ($1.50).
Pub Date - 68 36p.

*WELDING; *WELDERS; *STUDENT PROJECTS; *TRADE AND INDUSTRIAL EDUCATION; *TEXTBOOKS; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; TRANSPARENCIES

Developed by a group of teachers, supervisors, technicians, and engineers, this student reference is for use in high schools, colleges, trade schools and union schools. Students must be able to weld in vertical, horizontal, and overhead positions prior to enrolling for this course. The practice jobs explained are: (1) Preliminary Practice-Plate-All Positions, (2) Assembly and Tacking of Pipe Workpiece, (3) Root Bead-Horizontal Fixed Position, (4) Second Bead-Horizontal Fixed Position, (5) Cover Bead-Horizontal Fixed Position, (6) Root Bead-Vertical Fixed Position, (7) Second Bead-Vertical Fixed Position, (8) Third and Fourth Beads-Vertical Fixed Position, (9) Root Bead-Poorly Fitted Joints-Horizontal Fixed Position, and (10) American Society of Mechanical Engineers Butt Weld Procedure Qualification Test. This 80-hour course may be utilized in preparing welders for pipe welding in industry. The document is illustrated with line drawings and photographs and may be used as a practice guide in a welding booth. The pages are suitable for reproduction as transparency masters. (DM)

VT 007 607
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.

Air-Conditioning and Refrigeration Inst., Arlington, Va.
Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
The Air-Conditioning and Refrigeration Institute, 1815 North Fort Myer Drive, Arlington, Virginia 22209 ($5.00).
Pub Date - 68 188p.

*CURRICULUM GUIDES; *TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *REFRIGERATION MECHANICS; HEATING; AIR CONDITIONING; REFRIGERATION; *CLIMATE CONTROL; GRADE 11; GRADE 12; POSTSECONDARY EDUCATION; ADULT VOCATIONAL EDUCATION; BIBLIOGRAPHIES; OCCUPATIONAL INFORMATION; EMPLOYMENT OPPORTUNITIES

This curriculum guide is for use by teachers, supervisors, and administrators in 2-year secondary, postsecondary, or adult courses for air conditioning, heating and refrigeration mechanics. It was developed by a committee of industrial training specialists and educators. Upon completion of the course, students should understand and be capable of trouble shooting control systems. Major units are: (1) Refrigeration, (2) Basic Electricity, (3) Commercial Refrigeration, (4) Year-Round Air Conditioning, (5) Air Distribution, (6) Controls, (7) Trouble Shooting, and (8) Customer Relations. Each unit includes: (1) time allocation, (2) objectives, (3) tools and materials, (4) instructional procedure, (5) unit outline, (6) laboratory activity, (7) shop activity, and (8) references and aids. The teacher should have a minimum of 2 years in technical education and 3 years of related experience. The section relating to the organization and teaching of the course includes: (1) teacher qualifications, (2) organizing instruction, (3) lesson planning, (4) evaluation, (5) facilities, (6) advisory committees, and (7) safety. Supplementary materials include lists of tools, equipment, and supplies. Operation sheets and task sheets are included in some units. (EM)

VT 007 768
Vanderbosch, Charles G.
Criminal Investigation.

International Association of Chiefs of Police, Washington, D.C. Professional Standards Div.
DOCUMENT NOT AVAILABLE FROM EDRS.
International Association of Chiefs of Police, 1319 18th Street, N.W., Washington, D.C. 20036 ($3.75).
Pub Date - 68 314p.

*TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; *POLICE; *LAW ENFORCEMENT; CRIME; ETHICAL VALUES;
*INVESTIGATIONS; ADULT VOCATIONAL EDUCATION
*CRIMINAL INVESTIGATION; UNITED STATES CONSTITUTION; BILL OF RIGHTS

The purpose of this book is to introduce the fundamentals of criminal investigation. It is for use by employed policemen and students. The 24 chapters are: (1) Principles of Investigation, (2) Investigative Resources, (3) The Investigative Report, (4) Rules of Evidence, (5) Search and Seizure, (6) Guide to Evidence Collecting, (7) Protecting the Crime Scene, (8) Sketching the Crime Scene, (9) Searching Arrested Persons, (10) Searching the Suspect Vehicle, (11) Tool Mark Evidence, (12) Dactyloscopy, (13) Fingerprint Evidence, (14) Estimating the Time of Death, (15) Democratic Guidelines of Interrogation, (16) The Miranda Decision, (17) Witness Preception, (18) Obtaining Information from People, (19) Auto Thefts, (20) Burglary and Its Prevention, (21) The Homicide Call, (22) Robbery, (23) Counterfeiting, and (24) Testifying in Court. Each chapter includes discussion questions and a short reference bibliography. The appendixes contain: (1) Cannon of Police Ethics, (2) U.S. Constitution and Bill of Rights, (3) Vehicle Identification Numbers, Locations, and (4) Answers to Review Questions. The document is illustrated. (EM)

VT 007 913
Automotive Body Repairman. A Suggested Guide for a Training Course.

Office of Education (DHEW), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
OE-87035

Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (FS5.287:87035, $.30).
Pub Date - 68 22p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO BODY REPAIRMEN; AUTO MECHANICS; OCCUPATIONAL INFORMATION; SECONDARY GRADES; ADULT VOCATIONAL EDUCATION; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

This curriculum guide is for administrative use in planning vocational programs for automotive body repairmen. It was developed for the Division of Vocational and Technical Education under a contract by Oklahoma State University. Major units for 1,760 hours of classroom and laboratory instruction are: (1) Related Occupational Instruction, (2) Automotive Metals, (3) Body Panel and Fender Straightening, (4) Welding and Leading, (5) Frame Straightening, (6) Front End Repair and Alignment, (7) Refinishing Processes, (8) Removing and Replacing Upholstery and Trim, and (9) Glass Removal and Replacement. Each unit gives (1) training time, (2) objectives, (3) unit outline, (4) suggested shop exercises, and (5) references. The U.S. Employment Service General Aptitude Test Battery B-593 should be utilized as an aid in the selection of trainees. Instructors should have related employment experience. Supplementary materials include lists of films, tools, equipment, and supplies. (EM)

VT 007 961
Barber, Carl S.
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.

MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan69 24p.

*CURRICULUM GUIDES; *TECHNICAL EDUCATION; *AVIATION TECHNOLOGY; POST SECONDARY EDUCATION; COMMUNITY COLLEGES; OCCUPATIONAL INFORMATION; MANPOWER NEEDS; SALARIES; COURSE DESCRIPTIONS
*FLIGHT SUPPORT PERSONNEL; AIRPORT MANAGEMENT PERSONNEL

Course outlines for flight support personnel and airport management personnel were developed by a national committee and tested at the Federal Aviation Administration Aeronautical Center, Oklahoma City, Oklahoma. These materials are designed for use by administrators or supervising teachers of technical education in curriculum planning for post-secondary programs in community colleges or technical institutes. Students should have an interest in aviation and be 18 years of age. The programs are designed for 4 semesters or 2 years. Desirable supplementary materials for use with the course outlines include Federal Aviation Administration manuals and occupational specialty manuals. (CH)

VT 008 271
Teaching Machine Programmed Instructional Material.

Federal Correctional Institution, Lompoc, Calif.
Bureau of Prisons, Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge, limited supply).
Pub Date - Jan69 304p.

*PROGRAMED MATERIALS; *TRADE AND INDUSTRIAL EDUCATION; *VOCATIONAL ADJUSTMENT; *READING; *MATHEMATICS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; CORRECTIONAL EDUCATION; REMEDIAL PROGRAMS; PROGRAMED UNITS; PROGRAMED INSTRUCTION; ILLUSTRATIONS

This collection of programed materials is for use by educators in correctional institutions. It was developed by an educational staff for use on the B.L. Allen Teaching Machine. The purpose of this collection is to introduce and disseminate the several programs. "Introduction to Programing" is designed to explain the characteristics of programs to training staffs. "Basic Communications" and "Basic Skills (Verbal)" are designed for use with trainees scoring between 0.0 and 4.0 and between 4.0 and 7.0 on Specific Aptitude Test (SAT) respectively. "Basic Skills (Numerical)" is designed for use with trainees scoring between 4.0 and 7.0 on SAT. "Vocational Related Instruction" is for use with vocational trainees. "GED Preparation" is designed for trainees scoring between 7.0 and 9.0 on SAT and who are preparing for high school equivalency. All programs presented are considered to be in the trial and testing stage of development. The programs are illustrated. (EM)

VT 008 334
Engineering Technology: A Post-Secondary Curriculum Guide.

North Carolina State Board of Education, Raleigh. Vocational Technical Div.
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Division, Department of Community Colleges, State Board of Education, 112 West Lane Street, Raleigh, North Carolina 27602 (copies available without charge).
Pub Date - 67 162p.

*STATE CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ENGINEERING TECHNICIANS; *ENGINEERING TECHNOLOGY; *TECHNICAL EDUCATION; POST SECONDARY EDUCATION
*NORTH CAROLINA

This curriculum guide was developed by a curriculum advisory committee for use by faculties of post secondary schools offering engineering technology programs. Curriculums and course descriptions are given for a 6-quarter program in the technologies of: (1) industrial engineering, (2) electronics, (3) mechanical drafting and design, (4) architecture, (5) furniture drafting and design, (6) electromechanical technology, (7) chemical technology, (8) fire and safety, (9) manufacturing, (10) sanitation, (11) civil engineering, (12) electricity, and (13) air conditioning and refrigeration. Teachers should have their degree and be experienced in their area of specialty. Laboratory facilities are necessary to support the curriculums. (EM)

VT 008 337
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537
Pub Date - 68 117p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *MAINTENANCE; *JANITORS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES

This series of six curriculum guides was developed by a company under a contract to the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each guide contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) Orientation and Employment Opportunities, (2) Interior Housekeeping and Sanitation Practices, (3) Toilet Room Sanitation, (4) Concrete Floor Service, (5) Rug and Carpet Cleaning, (6) First Aid and Safety, (7) Dust Control and Room Cleaning, (8) Office and Laboratory Cleaning, and (9) Waste Disposal. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 338-VT 008 342. (EM)

VT 008 338
Technical Cluster IV. Technical Services. Volume B: Landscape Services.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 127p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; *GROUNDS KEEPERS; AGRICULTURAL EDUCATION; MAINTENANCE; *ORNAMENTAL HORTICULTURE; *LANDSCAPING; ADULT VOCATIONAL EDUCATION; UNITS OF STUDY (SUBJECT FIELDS); CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; BIBLIOGRAPHIES

This series of six curriculum guides was developed by a company under a contract with the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each course contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) Surveying the Need for Landscape Horticulturalists, (2) Identification, Preparation, and Fertilization of Soil, (3) Power Operated Equipment, (4) Planting Techniques, (5) Weed Control Techniques, (6) Trimming and Pruning, (7) Insect Control, and (8) Indoor Plants. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 337-VT 008 342. (EM)

VT 008 339
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 128p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; MAINTENANCE; *AUTO MECHANICS (OCCUPATION); *AUTO MECHANICS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES

This series of six curriculum guides was developed by a company under a contract with the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each guide contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) Automobile Service Industry, (2) Automotive Service Tool Identification, (3) Radiators and Cooling System Service, (4) Lubricants and Lubrication, (5) Brakes and Brake Fluids, (6) Windshield Wiper and Washer Service, (7) Tube and Tubeless Tire Repair, and (8) Tire and Wheel Balancing Service. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 337-VT 008 342. (EM)

VT 008 340
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 150p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; MAINTENANCE; *AUTO MECHANICS (OCCUPATION); *ENGINES; *AUTO MECHANICS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES

This series of six curriculum guides was developed by a company under a contract with the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each guide contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) The Automobile Engine, (2) Engine Performance, (3) Electrical Ignition System Components, (4) Purpose of Engine Cooling System, (5) Drive Belts and Radiator Pressure Caps, (6) The Radiator, and (7) Air Cooled Engines. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 337-VT 008 342. (EM)

VT 008 341
Technical Cluster IV. Technical Services. Volume E; Air Conditioning and Refrigeration Services I.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 105p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; *SERVICE OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MAINTENANCE; *REFRIGERATION MECHANICS; *REFRIGERATION; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); ORIENTATION MATERIALS; BIBLIOGRAPHIES

This series of six curriculum guides was developed by a company under a contract with the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each guide contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) Refrigeration and Air Conditioning Service, (2) Basic Refrigeration Systems, (3) Compression Systems, (4) Refrigerant Controls, (5) Thermostat Design, (6) Solenoid Principles, (7) Diagnosing Mechanism Trouble, (8) Domestic Hermetic Systems and Mechanisms, and (9) Domestic Refrigerator and Freezer Cabinets. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 337-VT 008 342. (EM)

VT 008 342
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 141p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; *SERVICE OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MAINTENANCE; *AIR CONDITIONING; *REFRIGERATION MECHANICS; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; ORIENTATION MATERIALS

This series of six curriculum guides was developed by a company under contract with the U.S. Bureau of Prisons to outline vocational courses for an occupational cluster in maintenance services. These courses are for use in correctional institutions. Each guide contains 20-instructional units designed for a 120-hour course. Units in this guide include: (1) Basic Electricity, (2) Magnetism, (3) Sensors and Transducers, (4) Transformers and Rectifiers, (5) Motor Construction, (6) Electric Motor Types, (7) Motor Control Principles, (8) Pressure Controls, and (9) Defrosting Controls. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 337-VT 008 341. (EM)

VT 008 343
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 188p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *ELECTRONICS INDUSTRY; ADULT VOCATIONAL EDUCATION; ORIENTATION MATERIALS; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) An Overview of the Electricity-Electronics Industry, (2) Atomic Structure and Basic Theories of Matter, (3) Basic Electrical Terms, (4) Electrical Power, (5) Basic D.C. Instrumentation, (6) Electrochemical Applications, (6) Thermal-Electrical Applications, (7) Electromagnetic Effects, (8) Power Developed From the Atom, and (9) Final Evaluation of D.C. Principles, Materials, and Products. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 344-VT 008 348. (EM)

VT 008 344
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 131p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION, *OCCUPATIONAL CLUSTERS; *ELECTRONICS INDUSTRY; ADULT VOCATIONAL EDUCATION; *ELECTRONICS; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) Introduction and Orientation to A.C. Electrical Theory, (2) Sine Wave Characteristics, (3) A.C. Circuit Fundamentals, (4) Fundamentals of House Wiring, (5) Fundamentals of Household Appliances, (6) Polyphase and Two-Phase Systems, (7) Integrating and Differentiating Circuits, and (8) Evaluation and Testing of A.C. Materials and Products. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 343-VT 008 348. (EM)

VT 008 345
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 152p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *ELECTRONICS INDUSTRY; ADULT VOCATIONAL EDUCATION; ELECTRONICS; COMMUNICATIONS; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS)

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) Introduction to Communications, (2) Sound and Radio Waves, (3) Vacuum Tube Characteristics, (4) Audio Circuits, (5) Introduction to Detectors, (6) Superheterodyne Receivers, (7) Testing and Servicing Receivers, and (8) Evaluation and Testing Communication Circuits and Devices. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 343-VT 008 348. (EM)

VT 008 346
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537.
Pub Date - 68 137p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *ELECTRONICS INDUSTRY; ADULT VOCATIONAL EDUCATION; ELECTRONICS; *COMMUNICATIONS; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS)

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) Introduction to the Theory of Circuits, (2) Self-Excited Oscillators, (3) Power Amplifier Circuits, (4) Amplitude Modulation, (5) Frequency Modulation Transmitter Circuits, (6) Transmission Line Characteristics, (7) Applications of Antenna Systems, and (8) Testing and Evaluating Circuits and Components. Each unit provides lesson plans, a reference list, an audio-visual material list, and suggested student activities. Other guides are VT 008 343-VT 008 348. (EM)

VT 008 347
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 155p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *ELECTRONICS INDUSTRY; ADULT VOCATIONAL EDUCATION; ELECTRONICS; CORRECTIVE INSTITUTIONS; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES
*SEMI CONDUCTORS

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) Introduction to Semi-Conductors, (2) Basic Transistor Configurations, (3) Push-Pull Audio Power Amplifier, (4) Transistor Oscillators, (5) Thermistors, (6) Transistor Radio Servicing, (7) Printed Circuits by Photocopy Method, and (8) Evaluation and Testing of Semi-Conductors. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 343-VT 008 348. (EM)

VT 008 348
Technical Cluster III. Electronics Technology. Volume F: Television.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 120p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; OCCUPATIONAL CLUSTERS; *TELEVISION REPAIRMEN; ADULT VOCATIONAL EDUCATION; *ELECTRONICS INDUSTRY; *TELEVISION; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; STUDENT PROJECTS

Developed for correctional institutions, this series of six curriculum guides is for use in teaching an occupational cluster in electronics technology. Each guide contains 20 instructional units designed for a 120-hour course. Units in this volume include: (1) Introduction to Television Communication, (2) Video Amplifiers, (3) Radio Frequency Tuners, (4) Synchronizing Circuits, (5) Horizontal Deflection Circuits, (6) Color Television Systems, (7) Testing and Servicing Television Systems, and (8) Testing and Evaluating Television Systems and Components. Each unit provides lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 343-VT 008 347. (EM)

VT 008 349
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 159p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; ORIENTATION MATERIALS

This series of five curriculum guides was developed as an outline for vocational courses covering a graphic arts occupational cluster for use in correctional institutions. Each guide includes 20 instructional units designed for a 120-hour course. Units in this document include: (1) Graphic Arts--Its Origin, (2) Occupations that Comprise the Field of Graphic Arts, (3) Relief Printing, (4) Orientation to Paper, (5) Bookbinding, (6) Introduction to Lithography, (7) Screen Process Printing, (8) Photography--The Fundamentals of Picture Making, and (9) Graphic Arts and Multimedia Communications. Each unit includes lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 350-VT 008 353. (EM)

VT 008 350
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 147p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS); PAPER (MATERIAL)
INTAGLIO; SCREEN PROCESS

This series of five curriculum guides was developed as an outline for vocational courses covering a graphic arts occupational cluster. For use in correctional institutions, each guide includes 20 instructional units designed for a 120-hour course. Units in this document include: (1) Screen Processes, (2) An Introduction to the Intaglio Process of Printing, (3) Papermaking, (4) The Technique of Etching, (5) Paper Stock--Information and Calculations, (6) Paper Cutting, and (7) Paper Characteristics. Each unit includes lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 349-VT 008 353. (EM)

VT 008 351
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 178p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; PRINTING; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS)
*RELIEF PRINTING

This series of five curriculum guides was developed as an outline for vocational courses covering a graphic arts occupational cluster. For use in correctional institutions, each guide includes 20 instructional units designed for a 120-hour course. Units in this document include: (1) The Mathematics of Printing, (2) Identification and Classification of Type, (3) Pulling Proofs, Proofreading, and Correcting Forms, (4) Preparing the Platen, Packing, and Inking, (5) The Evolution of Letterpress Printing, (6) Breaking a Form and Distributing Type, and (7) Modern Letterpress Printing Industry. Each unit includes lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 349-VT 008 353. (EM)

VT 008 352
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 126p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; STUDENT PROJECTS; UNITS OF STUDY (SUBJECT FIELDS)
*BOOKBINDING

This series of five curriculum guides was developed as an outline for vocational courses covering a graphic arts occupational cluster. For use in correctional institutions, each guide includes 20 instructional units designed for a 120-hour course. Units in this document include: (1) Historical Development of Bookbinding and Decorative Processes, (2) Folding of Paper, (3) Rebinding and Repairing of Books, (4) Perforating, (5) Marbling of Paper, (6) Library Function and Organization, and (7) Packaging. Each unit includes lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 349-VT 008 353. (EM)

VT 008 353
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (copies available without charge).
Pub Date - 68 150p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; BIBLIOGRAPHIES; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; PHOTOGRAPHY
OFFSET LITHOGRAPHY

This series of five curriculum guides was developed as an outline for vocational courses covering a graphic arts occupational cluster. For use in correctional institutions, each guide includes 20 instructional units designed for a 120-hour course. Units in this document include: (1) Introduction to Offset Lithography, (2) Layout and Designing for Offset Lithography, (3) Photography, (4) An Introduction to Halftones, (5) Various Techniques of Stripping, (6) Introduction to Offset Presses, and (7) A Review of the Field of Lithography. Each unit includes lesson plans, a reference list, an audio-visual materials list, and suggested student activities. Other guides are VT 008 349-VT 008 352.(EM)

VT 008 354
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 209p.

*CURRICULUM GUIDES; TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; *ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES

Curriculum materials in the nine volumes of this series were designed to introduce prisoners to eight types of occupations which encompass most of the skilled occupations in aerospace industries. The series represents an integrated curriculum for basic skill development in this occupational cluster. Each volume covers 20 six-hour instructional units. Each unit provides lesson plans which give essential content, references, audio-visual, materials, and suggested student activities. Some of the 20 units in this introductory volume are: (1) An

Overview of the Aerospace Industry, (2) History and Development of Mass Production, (3) Vacuum Forming Plastic, (4) Metalworking, (5) Screen Process Printing, (6) Advertising in Industry, (7) Plant Organization, (8) Operating the Production Line, and (9) Evaluation of Production Line Process. Others in the series are VT 008 355-VT 008 362. (EM)

VT 008 355
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 218p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *POWER MECHANICS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on power mechanics for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The twenty 6-hour instructional units include: (1) Power Technology in Aerospace, (2) Internal Combustion Engines, (3) The Automobile, (4) Diesel Engines, (5) Rotary Combustion Engines, and (6) Theory of Flight and the Aircraft Piston Engine. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 356
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 167p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *WOODWORKING; *PLASTICS; ADULT VOCATIONAL EDUCATION; AEROSPACE INDUSTRY; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; ORIENTATION MATERIALS; BIBLIOGRAPHIES

This curriculum guide is one of a series of nine which were developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on woodworking and plastics for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The twenty units each covering 6-instructional hours include: (1) Wood in the Aerospace Industry, (2) Layout and Fabrication Procedures, (3) Woodforming, (4) Glues and Adhesives, (5) Abrasives, (6) Wood Finishes, (7) Plastics in the Aerospace Industry (8) Plastic Forming Processes, (9) Plastic Cutting and Forming, and (10) Joining and Fastening Plastics. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 357
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 174p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *ELECTRONICS; AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; STUDENT PROJECTS

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on electronics for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The twenty 6-hour instructional units include: (1) An Introduction to Electricity-Electronics in the Aerospace Industry, (2) Sources of Electrical Energy, (3) Basic Instrumentation, (4) Electrochemical Applications, (5) Fundamentals of Computer Technology, (6) Analyses of Test Equipment, (7) Materials and Products of Aerospace Electronics, and (8) Final Evaluation of Aerospace Electronics Principals and Applications. Others in the Series are VT 008 354-VT 008 362. (EM)

VT 008 358
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 228p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *METALS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on metal technology for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The content of the twenty 6-hour instructional units includes: (1) Introduction to Metals in Aerospace, (2) Metallurgy, (3) Quality Control, (4) Machining, and (5) New Forming Processes. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 359
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.

U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 205p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *METALS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on metalworking for prisoners. This series is designed to cover a cluster of seven aerospace occupations. The twenty 6-hour instructional units include the following topics: (1) Mining, Extraction, and Refining of Ferrous and Nonferrous Metals, (2) Forming Processes, (3) Welding Processes, (4) Heat Treatment, (5) Finishing, and (6) Mass Production. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 360
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 161p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *GRAPHIC ARTS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES; ORIENTATION MATERIALS

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on graphic arts for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The twenty 6-hour instructional units include topics of: (1) Relief Printing Processes, (2) Offset Lithography, (3) Binding Types and Methods, (4) Processes in Photography, (5) Paper Origins and Papermaking, (6) Principles and Practice of Screen Process, (7) Graphic Arts and the Preparation of TV Materials, and (8) Importance of Color in Safety, Printing, Paper, Inks, Decoration, and Living. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 361
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 157p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *CERAMICS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); STUDENT PROJECTS; BIBLIOGRAPHIES

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on ceramics and materials testing for prisoners. The series is designed to cover a cluster of seven aerospace occupations. Twenty 6-hour instructional units include: (1) Application of Ceramic Materials to Aerospace, (2) Forming Methods in Clay, (3) Making Plaster Molds, (4) Kilns and Their Operation, (5) Enameling on Metal, (6) Testing Ceramic Materials, (7) Testing Tensile Strength of Materials, (8) Testing Thermal Qualities of Materials, and (9) Testing the Shear and Bending Qualities of Materials. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 362. (EM)

VT 008 362
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

Learning Systems, Inc., Washington, D.C.
Bureau of Prisons (DOJ), Washington, D.C.
MF AVAILABLE IN VT-ERIC SET.
U.S. Bureau of Prisons, Education Department, 101 Indiana Avenue, N.W., Washington, D.C. 20537 (no charge).
Pub Date - 68 188p.

*CURRICULUM GUIDES; *HYDRAULICS; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL CLUSTERS; *AEROSPACE INDUSTRY; ADULT VOCATIONAL EDUCATION; CORRECTIVE INSTITUTIONS; ORIENTATION MATERIALS; UNITS OF STUDY (SUBJECT FIELDS); BIBLIOGRAPHIES; STUDENT PROJECTS

This curriculum guide is one of a series of nine which was developed under contract with the U.S. Bureau of Prisons. Its purpose is to provide an introductory vocational course on hydraulics and pneumatics for prisoners. The series is designed to cover a cluster of seven aerospace occupations. The twenty 6-hour instructional units include: (1) Reaction Engines, (2) Fluid Power Development and Application, (3) Pneumatic Cylinders, (4) Compressors, (5) Solenoids and Air Motors, and (6) Remote Hydraulic Actuation, Intensifiers, Reservoirs, Heat Dissipation, and Fluid Viscosity. Each unit provides lesson plans and lists references, audio-visual materials, and suggested student activities. Others in the series are VT 008 354-VT 008 361. (EM)

VT 008 505
McVicker, Howard E., Ed.; Eddy, Max, Ed.
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.

MF AVAILABLE IN VT-ERIC SET.
Vocational Instructional Materials Laboratory, School of Technology, Indiana State University, Terre Haute, Indiana 47809 ($1.00).
Pub Date - Jan68 162p.

*STUDY GUIDES; SUPPLEMENTARY TEXTBOOKS; *TRADE AND INDUSTRIAL EDUCATION; VOCATIONAL ADJUSTMENT; GRADE 11; GRADE 12; *ACHIEVEMENT TESTS; ASSIGNMENTS; *COOPERATIVE EDUCATION

This study guide is for use by students in industrial cooperative education courses. It was edited by teacher educators and is a revision of the 1965 edition which was based on a similar publication produced in Missouri. The contents include 18 assignment sheets and 13 information sheets. Each assignment sheet contains the assignment, references, study questions, and student projects. Some of the topics are: (1) The Industrial Cooperative Training Program, (2) The Student Learner at Work, (3) Employer-Employee Relations, (4) Credit and Money Management, (5) Legal Problems in Buying Goods and Services, (6) The Fair Labor Standards Act, (7) Legal Regulations for Young Workers, (8) Manpower Trends, (9) Planning Your Career, (10) Social Insurance, (11) Changing Jobs, and (12) Safety. Available from the same source are 11 multiple choice tests for use with this guide. (EM)

VT 008 584
Training Recommendations: Managers and Supervisors.

Carpet Industry Training Board. Wilmslow Cheshire (England)
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jun68 29p.

*PROGRAM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MANAGEMENT EDUCATION; *CARPETING; MANUFACTURING INDUSTRY SUPERVISORS; MANAGERIAL OCCUPATIONS; ADULT VOCATIONAL EDUCATION; MANAGEMENT; BUSINESS EDUCATION; SUPERVISORY TRAINING; OCCUPATIONAL INFORMATION; EDUCATIONAL NEEDS; ADMINISTRATIVE POLICY; INDUSTRIAL TRAINING

Developed by the Carpet Industry Training Board of Wilmslow Cheshire, England, this manual is designed to aid in training effective supervisory and managerial personnel in the carpet industry. Part A, A Guide to Training Policy, provides a conceptual scheme and is intended primarily for senior management personnel. Part B, Guides to Implementation Training, is designed to provide practical guidance to those directly concerned with implementing the training policies within the individual firms. Part A covers: (1) need for a realistic training policy, (2) training toward the objectives of improved performance, promotion, direct entry, and development of potential, (3) types of training policies, (4) accountability for training, (5) training needs, (6) recruitment, (7) placement, (8) the actual training program, (9) evaluation of training procedures, and (10) record-keeping. Part B deals with such aspects as: (1) effective policy statements, (2) job descriptions, (3) appraisals, (4) improving performance, (5) evaluation of training, (6) personnel selection procedures, (7) induction, and (8) actual training methods. The manual is illustrated with charts, diagrams, and sample forms. (AW)

VT 008 651
Handbook on First Year Apprenticeship Training in Engineering.

Ministry of Labour, London (England)
DOCUMENT NOT AVAILABLE FROM EDRS.
Sales Section, British Information Service, 845 Third Avenue, New York, New York 10022.
Pub Date - 66 293p.

*TEACHING GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINISTS; *APPRENTICESHIPS; STUDENT PROJECTS; ADULT VOCATIONAL EDUCATION

This teaching guide is for use in first-year machinist apprentice courses. It was developed in the Training Department of the Ministry of Labour. Lectures and student exercises are progressive in nature and cover bench work, lathes, milling machines, grinders, and shapers. Typical topics are: (1) Reading of Engineering Drawings, (2) Safety Precautions for Machine Operators, (3) The Use of Datum Lines, Points, and Faces, (4) Measuring Instruments, (5) The Centre Lathe, (6) Heat Treatment of Tool Steels, (7) The Dividing Head, (8) Gears, (9) Workshop Geometry and Trigonometry, and (10) Bending Allowances for Sheet Metal. The course was planned to allow 24 weeks on benchwork, 22 weeks on lathes, and four weeks on reciprocating machines. This guide is in a 4-ring, loose-leaf notebook; pages are 8 x 13 inches. Supplementary materials include several dozen drawings of machine tools, measuring tools, machine operations, gears, and student exercises which can be used as transparency masters or student handouts. (EM)

VT 008 959
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 32p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CARPENTERS; *BUILDING TRADES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM LENGTH; PROGRAM COSTS; FEDERAL PROGRAMS; WOODWORKING; CABINETMAKING
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as carpenters, millmen, and woodworking machine operators are given. Prepared by training agencies under provisions of the MDTA, these outlines present brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 600 to 2000 clock hours. (AW)

VT 008 960
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 11p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PAINTERS; *BUILDING TRADES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM LENGTH; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as painters and paint sprayers are given. Prepared by training agencies under provisions of the MDTA, these outlines present brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The training plan outlines illustrate courses ranging in length from 600 to 2080 clock hours. (AW)

VT 008 961
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 15p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *PLUMBERS; *BUILDING TRADES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as plumbers and plumber helpers are given. Prepared by training agencies under provisions of the MDTA, these examples present brief descriptive information and a topic outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 390 to 2400 clock hours. (AW)

VT 008 985
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 48p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *JANITORS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS; *CUSTODIAN TRAINING
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as building maintenance men, custodians, and janitors. The examples present brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 180 to 1015 clock hours. (AW)

VT 008 986
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 22p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MANUFACTURING OCCUPATIONS; *SHOES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; UTILITY STITCHERS; HAND SEWERS; BUFFERS; HEEL ATTACHERS; SHOE REPAIRMEN

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment in the boot and shoe manufacturing occupations. The examples present brief descriptive information and a topical outline of each course, including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. The examples of training plan outlines illustrate courses ranging in length from 280 to 1500 clock hours. (AW)

VT 009 001
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 12p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *CLOTHING MAINTENANCE SPECIALISTS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; DRY CLEANERS; FLATWORK IRONERS; SEAMSTRESS PRESSERS; MACHINE PRESSERS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as dry cleaners, flatwork ironers, seamstress-pressers, and machine pressers are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 210 to 940 clock hours. (AW)

VT 009 002
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 27p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *BRICKLAYERS; *BUILDING TRADES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; TILE SETTERS; CEMENT FINISHERS

Examples of training plan outlines for entry level, preapprenticeship, and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as bricklayers, tile setters, or cement finishers are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 300 to 600 clock hours. Some outlines include proposed course budgets. (AW)

VT 009 003
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 24p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *OCCUPATIONAL HOME ECONOMICS; *SEAMSTRESSES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; ALTERATION TAILORS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees. for employment as alteration tailors and seamstresses. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 560 to 2,600 hours. (AW)

VT 009 023
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 126p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTO MECHANICS (OCCUPATION); *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; FEDERAL PROGRAMS; PROGRAM COSTS *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as automobile mechanics, automobile mechanic helpers, and automobile service station mechanics are given. These training plan examples, prepared by training agencies under provisions of the MDTA, present brief descriptive information and a topical outline of the course including: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 480 to 2,600 clock hours. (AW)

VT 009 024
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 107p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MACHINE TOOL OPERATORS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as metal machine operators. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of the training plan outlines illustrate courses ranging in length from 320 to 2,000 clock hours. (AW)

VT 009 025
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 36p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICAL APPLIANCE SERVICEMEN; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as electrical and gas appliance servicemen. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 270 to 2,000 clock hours. (AW)

VT 009 026
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 42p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *AUTOMOBILE UPHOLSTERERS; *FURNITURE UPHOLSTERERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS *MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; SLIP COVER SEAMSTRESSES

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as furniture and automobile upholsterers and slip cover seamstresses are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses range in length from 480 to 1,500 clock hours. (AW)

VT 009 027
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 71p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DRAFTSMEN; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as mechanical draftsmen. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses range in length from 720 to 1,600 clock hours. (AW)

VT 009 028
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 32p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ELECTRICIANS; *ELECTRICAL OCCUPATIONS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; ELECTRONIC MECHANICS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as electricians and electronic mechanics. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. The examples of training plan outlines illustrate courses ranging in length from 234 to 2,100 clock hours. (AW)

VT 009 029
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 21p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *DESIGNERS; *DESIGN CRAFTS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS; HANDICRAFTS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; ARTS AND CRAFTS DESIGNER CRAFTSMEN

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as designer craftsmen are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Courses range in length from 1,016 to 1,584 clock hours. (AW)

VT 009 030
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 5p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MANUFACTURING OCCUPATIONS; *TEXTILES; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; KNITTING MACHINE OPERATORS; DRAWING TENDERS; ROVING TENDERS; WEAVERS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as knitting machine operators, weavers, and drawing-roving tenders are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Courses range in length from 320 to 480 clock hours. (AW)

VT 009 034
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 34p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *SHEET METAL WORKERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as sheet metal workers and helpers are included. They were prepared by training agencies under provisions of the MDTA. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 400 to 1,120 clock hours are outlined. (AW)

VT 009 052
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 39p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *ADULT VOCATIONAL EDUCATION; *FOOD PROCESSING OCCUPATIONS; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS; BAKERS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as bakers. Brief descriptive information and a topical outline of each course cover: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses range in length from 640 to 1,015 clock hours. (AW)

VT 009 230
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 27p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *MEAT CUTTER; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Examples of training plan outlines for entry level and refresher Manpower Development and Training Act (MDTA) courses designed to prepare trainees for employment as meat cutters are given. Prepared by training agencies under provisions of the MDTA, brief descriptive information and a topical outline of each course include: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. The examples of training plan outlines illustrate courses ranging in length from 480 to 900 clock hours. (AW)

VT 009 305
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

Office of Education (DHEW), Washington, D.C. Div. of Manpower Development and Training
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 65 75p.

*CURRICULUM GUIDES; *TRADE AND INDUSTRIAL EDUCATION; *WELDERS; *ADULT VOCATIONAL EDUCATION; COURSE CONTENT; COURSE ORGANIZATION; PROGRAM COSTS; FEDERAL PROGRAMS
*MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS; MDTA PROGRAMS

Prepared by training agencies under provisions of the Manpower Development and Training Act (MDTA), these examples of training plan outlines for entry level and refresher MDTA courses are designed to prepare trainees for employment as inert gas, heliarc, arc, and combination welders. Brief descriptive information and a topical outline of each course covers: (1) major units, (2) clock hours, (3) specific job skills to be developed, (4) instructional materials, teaching aids, and new equipment, and (5) evaluation of progress and achievement. Some outlines also include proposed course budgets. Courses ranging in length from 60 to 1,040 clock hours are outlined. (AW)

GENERAL VOCATIONAL AND TECHNICAL EDUCATION SECTION

VT 001 161
A Reference Shelf for a Hotel and Restaurant Library.

Cornell Univ., Ithaca, N.Y. School of Hotel Administration Library
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 10Dec65 15p.

*FOOD SERVICE; *HOTELS; *REFERENCE MATERIALS; FOOD SERVICE OCCUPATIONS; FOOD SERVICE INDUSTRY; FOODS INSTRUCTION; INFORMATION SOURCES; HOTEL MOTEL OCCUPATIONS; BIBLIOGRAPHIES

Items in this bibliography were published between 1958 and 1965. Types of materials listed are (1) bibliographies, (2) dictionaries and encyclopedias, (3) directories (annual publications), (4) handbooks and manuals, (5) references on food service, food facilities engineering and design, food management and merchandising, and hotel administration, (6) periodicals, and (7) addresses of publishers. (MS)

VT 003 796
Preparation for Employment.

Santa Barbara High School District, Calif. Work Experience Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Jan69 58p.

*WORK EXPERIENCE PROGRAMS; *WORK ATTITUDES; SECONDARY GRADES; *STUDENT EMPLOYMENT; EMPLOYMENT INT[illegible]WS; LEGISLATION; SUPPLEMENTARY TEXTBOOKS; *STUDY GUIDES; ORIENTATION MATERIALS; *JOB APPLICATION *CALIFORNIA

The purpose of this booklet is to explain the work-education program of the high school to students and furnish them with information to help them get and keep a job. Information given includes: (1) social security laws, (2) Federal and State Child Labor Laws, (3) personality surveys, (4) types of beginning jobs available, (5) learning about application forms, (6) grooming and appearance, (7) the interview, (8) what the employer may expect, (9) what the employee may expect, and (10) how to keep the job. Included in the appendix are some letters of job applications and question sheets for students. (MM)

VT 005 713 ED 019 523
ES '70 Report Number 3.

EDRS PRICE MF-$0.25 HC-$0.35
Pub Date - Oct67 5p.

*HIGH SCHOOL CURRICULUM; *EXPERIMENTAL CURRICULUM; *PROGRAM DEVELOPMENT; CURRICULUM DEVELOPMENT; PROGRAM DEVELOPMENT; ACTION RESEARCH; SUMMER WORKSHOPS; COORDINATORS; *INTEGRATED CURRICULUM; CURRICULUM RESEARCH; *INDIVIDUALIZED PROGRAMS; INDIVIDUALIZED CURRICULUM; NETWORKS; CONFERENCES
ES 70; ORGANIC CURRICULUM

The coordinators were given an overview of the entire ES '70 project and organic curriculum at the ES '70 Coordinator's Workshop, August 1967. Special emphasis was placed on the role of the coordinator in carrying out the program in the local community. A Network Conference held September 1967, of 51 participating school personnel, USOE and E.F. Shelley and Company representatives (1) limited the number of participating schools to 17, (2) considered secondary network possibilities, (3) reviewed the organic curriculum, (4) described the procedure for developing behavioral objectives, (5) considered a preliminary Program Evaluation and Review Technique (PERT) schedule, (6) distributed a questionnaire to obrain baseline data, (7) continued developing guidelines to show the relationship of school systems to the network, (8) urged local school systems to establish affiliations with universities, (9) discussed relations with commercial organizations, (10) considered training programs for teachers and administrators, and (11) listed schedules of meetings. "ES '70 Report Number 1" (ED 019 521 in AIM Winter 68) describes the program and its organization, and "ES '70 Report Number 2" (ED 019 522 in AIM Winter 68) reports the Executive Committee Meeting of July 1967. (MM)

VT 005 966
Your Vocational Future. Workbook.

Denver Public Schools, Colo. Dept. of General Curriculum Services
MF AVAILABLE IN VT-ERIC SET.
Denver Public Schools, 414 Fourteenth Street, Denver, Colorado 80202 ($.30).
Pub Date - 66 65p.

WORKBOOKS; *STUDY GUIDES; *OCCUPATIONAL GUIDANCE; *OCCUPATIONAL INFORMATION; CAREER PLANNING; STUDENT PROJECTS; GRADE 10; PERSONALITY ASSESSMENT; APTITUDE; INTERESTS; EDUCATIONAL PLANNING; BIBLIOGRAPHIES; WORK ENVIRONMENT

This career orientation workbook was developed by a local committee of teachers, and was revised after testing with high school students. It was designed as a 1-semester course with 10th-grade pupils and focuses on general career planning activity. Teachers conducting such a course should have a background in occupational information and vocational guidance. Some of the topics discussed include: (1) Interests, (2) Aptitudes and Achievement, (3) Personality and Character Traits, and (5) Education on Career Planning. Assignment sheets and a bibliography are appended. (CH)

VT 006 656
Guide for MDT Instructors.

Tennessee State Dept. of Education, Nashville. Div. of Vocational Technical Education
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 67 52p.

*INSERVICE EDUCATION; *MANUALS; *VOCATIONAL EDUCATION; *TEACHER EDUCATION; ADULT VOCATIONAL EDUCATION; RECORDS (FORMS); *GUIDES
*MANPOWER DEVELOPMENT TRAINING; TENNESSEE

Intended as an aid and reference for those involved in the instruction of Manpower Development Training (MDT) trainees, this guide was organized and written by a supervisor in curriculum development for MDT programs. Parts of the handbook were designed to help skilled craftsmen acquire specific teaching skills. The content includes sections relating to: (1) The MDT Trainee, (2) The Learning Process, (3) The Climate for Learning, (4) Preparing for the First Day in MDT Class, and (5) Forms. (DM)

VT 007 434
Books to Give Vocation Information to Grade School Children.

New Mexico State Dept. of Public Instruction, Santa Fe
MF AVAILABLE IN VT-ERIC SET.
Pub Date - 68 6p.

*BIBLIOGRAPHIES; *PUBLICATIONS; *OCCUPATIONAL INFORMATION; ELEMENTARY SCHOOL GUIDANCE; *ELEMENTARY GRADES; *PREVOCATIONAL EDUCATION

This bibliography lists the title, author, publisher, and grade level of 49 books selected for the purpose of providing vocational information to school children in kindergarten through Grade 8. (CH)

VT 007 664
Occupational Education in Illinois Public Junior Colleges.

Illinois State Chamber of Commerce, Chicago. Education Dept.
MF AVAILABLE IN VT-ERIC SET.
Illinois State Chamber of Commerce, 20 North Wacker Drive, Chicago. Illinois 60606 (copies available without charge).
Pub Date - May68 11p.

*VOCATIONAL EDUCATION; *JUNIOR COLLEGES; *STATE SURVEYS; *EDUCATIONAL PROGRAMS; CURRICULUM; COMMUNITY COLLEGES; TECHNICAL EDUCATION
*ILLINOIS

The purpose of this brochure is to identify: (1) sources for trained personnel, (2) opportunities for upgrading work force, and (3) the status of occupational curriculums. In 1968, an opening enrollment of 133,100 students was projected for 30 public community colleges in Illinois. Twenty-one percent of the students currently enrolled are in occupation-oriented programs which account for 34 percent of all courses offered in public community colleges. The Illinois Public Junior College Act of 1965 requires "at least 15 percent of all courses taught to be in occupational, semi-technical, or technical fields leading directly to employment, one-half of which courses to be fields other than business education." A table is provided which indicates the distribution of these courses among the public junior colleges. Also presented is the survey of occupational programs currently offered or in the planning stages. (CH)

VT 008 622
Johnson, Joseph T.; Mancuso, John B.
Safety Practices and Procedures in School Shops.

Rutgers, The State Univ., New Brunswick, N.J. Curriculum Lab.
New Jersey State Dept. of Education, Trenton. Div. of Vocational Education
MF AVAILABLE IN VT-ERIC SET.
Vocational-Technical Curriculum Laboratory, Rutgers University, 10 Seminary Place, New Brunswick, New Jersey 08903 ($2.00).
Pub Date - Jul68 192p.

SUPPLEMENTARY TEXTBOOKS; *VOCATIONAL EDUCATION; *STUDY GUIDES; *SCHOOL SAFETY; *SCHOOL SHOPS; SHOP CURRICULUM; *SAFETY EDUCATION; SECONDARY GRADES; ILLUSTRATIONS; PHOTOGRAPHS

This guide is for use by high school students in studying safety practices and procedures in school shops. It was developed by two safety program instructors at the high school level. The content objective is to develop an understanding of the concepts of safety practices and procedures. Units include: (1) Introduction to the School Shop, (2) Safety Practice and Procedure Outline for any Shop, (3) General Causes of Accidents in Any Shops, (4) Personal Factors and Safety, and (5) Other Factors Which Cause Accidents. Unit outlines include objectives, related information, questions, and assignments. The guide includes 43 units to be taught over a 1-year period. Teachers should have appropriate certification. The document is illustrated with line drawings and photographs. (CH)

VT 008 779
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education. Bulletin 70H-18.

Florida State Dept. of Education, Tallahassee
MF AVAILABLE IN VT-ERIC SET.
Pub Date - Apr68 79p.

*PUBLIC SCHOOL ADULT EDUCATION; *ADULT VOCATIONAL EDUCATION; *PROGRAM DESCRIPTIONS; *STATE STANDARDS; STATE AID; *CURRICULUM
*FLORIDA

The 339 adult offerings in general and vocational education for the period June 1967 to June 1969 approved for financial support under the minimum foundation program and federal vocational education funds as authorized by the State Plan for Vocational Education are listed. Course descriptions appear under the service to which responsibility has been assigned: General Adult Education, Vocational Agricultural Education, Vocational Business Education, Vocational Distributive Education, Vocational Home Economics Education, Vocational Industrial Education, and Technical and Health Occupations Education. In a separate listing, all course titles are arranged alphabetically. Local education centers may offer other courses financed from local funds or from tuition. (JK)

VT 009 404 ED (See Jan '70 RIE)
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$.75 HC-$8.30
ERIC Clearinghouse for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210 (Quarterly--Fall, Winter, Spring, Summer, $9.00 per year).
Pub Date - 69 164p.

*ANNOTATED BIBLIOGRAPHIES; *INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

This quarterly publication announces the availability of instructional materials acquired and processed by the Educational Resources Information Center (ERIC) Clearinghouse on Vocational and Technical Education. It should be of particular interest to teachers, curriculum specialists, supervisors, and administrators involved in curriculum development or the use of instructional materials in the teaching-learning setting. Each abstract, a condensation of the report in about 200 words, usually includes the means used to develop the material, the setting for use of the material, and source of available copies. Abstracts are included under the following sections: Agricultural, Business and Office, Distributive, Health Occupations, Home Economics, Industrial Arts, Technical, Trade and Industrial, General Vocational and Technical Education, and Other Resources. An author index, document number index, and subject index are provided. Most of the documents which have not been announced in "Research in Education," are available as a separate microfiche set from the ERIC Documents Reproduction Service (VT 009 405). Others are available from the source identified in the abstract. (CD)

VT 009 405 ED (See Jan'70 RIE)
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

Ohio State Univ., Columbus. Center for Vocational and Technical Education
Office of Education (DHEW), Washington, D.C.
EDRS PRICE MF-$86.00 HC NOT AVAILABLE FROM EDRS.
Pub Date - 69 24,048p.

*INSTRUCTIONAL MATERIALS; *VOCATIONAL EDUCATION; *TECHNICAL EDUCATION; BUSINESS EDUCATION; AGRICULTURAL EDUCATION; DISTRIBUTIVE EDUCATION; HEALTH OCCUPATIONS EDUCATION; HOME ECONOMICS EDUCATION; INDUSTRIAL ARTS; TRADE AND INDUSTRIAL EDUCATION; INDEXES (LOCATERS); CLEARINGHOUSES

Documents announced with VT numbers only in the Summer 1969 issue (VT 009 404) of "Abstracts of Instructional Materials in Vocational and Technical Education" (AIM) are included in this microfiche set. The microfiche set is arranged in the following sequence: (1) a Vocational Technical (VT) number index to documents in the microfiche collection, (2) the author and subject index from AIM, and (3) the full text of documents listed in the VT number index. The texts are filmed continuously in VT number sequence. (CD)

INDEXES

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

ADAMS, JERRY
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

AGRICULTURAL EDUCATION TEACHING MATERIALS CENTER, COLLEGE STATION, TEX.
VT 008 252 7
Deer and Turkey Management.

AIR-CONDITIONING AND REFRIGERATION INST., ARLINGTON, VA.
VT 007 607 58
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.

AMERICAN IRON AND STEEL INST., NEW YORK, N.Y.
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.

AMERICAN NURSING HOME ASSOCIATION, WASHINGTON, D.C.
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS.
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.
VT 008 056 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.

AMERICAN SOCIETY OF RADIOLOGIC TECHNOLOGISTS, FOND DU LAC, WIS. EDUCATION COMMITTEE
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.

AMERICAN TELEPHONE AND TELEGRAPH CO., NEW YORK, N.Y.
VT 004 682 26
Teletraining for Business Studies. A Teacher's Guide.

Page

AMERICAN WELDING SOCIETY, NEW YORK, N.Y. UNITED ENGINEERING CENTER
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

ARIZONA STATE DEPT. OF VOCATIONAL EDUCATION, PHOENIX. DISTRIBUTIVE EDUCATION SERVICE
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.

ARIZONA STATE UNIV., TEMPE. COLL. OF BUSINESS ADMINISTRATION
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.

ARTS, ELIZABETH MARY
VT 007 957 32
Medical Office Assistant.
VT 007 958 33
Medical Office Assistant. Instructor's Guide.

ASSOCIATION OF BETTER BUSINESS BUREAUS INTERNATIONAL, NEW YORK, N.Y.
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

BARBER, CARL S.
VT 007 961 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.

BARRETT, HAROLD S.
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).

BLODGETT, OMER W.
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

BLUE, JAMES L.
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 008 479 29
Handbook for Supervisors of the Disadvantaged.

BRISTOL, BENTON K.
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.

BRONSON, A. ESTHER, AND OTHERS
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.

BROWN, FERN
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.

BUCHANAN, GLEN, AND OTHERS
VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

BUFFALO PUBLIC SCHOOLS, N.Y. DIV. OF CURRICULUM EVALUATION AND DEVELOPMENT
VT 007 210 41
Home Economics, Grades 7 and 8, High School 1 and 2.
VT 008 567 45
Program in Human Growth and Development (Sex Education).

BURBRINK, PAULINE W.
VT 000 155 23
School and Business Relationships.
VT 000 166 23
Retail Credit.

BURBRINK, PAULINE W., COMP.
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.

Page

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO
VT 001 348 14
Office Procedures: A Teacher's Manual.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF AGRICULTURAL EDUCATION
VT 007 351 4
Student Teaching Manual.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF BUSINESS EDUCATION
VT 007 176 16
How to Teach Business Subjects.

CALIFORNIA STATE DEPT. OF EDUCATION, SACRAMENTO. BUREAU OF INDUSTRIAL EDUCATION
VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.

CALIFORNIA STATE POLYTECHNIC COLL., SAN LUIS OBISPO
VT 008 045 6
Pruning Ornamental Shrubs.

CALIFORNIA UNIV., LOS ANGELES. DIV. OF VOCATIONAL EDUCATION
VT 007 176 16
How to Teach Business Subjects.
VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.

CARPET INDUSTRY TRAINING BOARD. WILMSLOW CHESHIRE (ENGLAND)
VT 008 584 66
Training Recommendations: Managers and Supervisors.

CARTER, DAVID
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.

CHAMBERS, W.W.
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

CIVIL SERVICE COMMISSION, WASHINGTON, D.C. BUREAU OF TRAINING
VT 002 739 14
Better Office Skills and Service, Student Manual.

CLEMSON UNIV., S.C. DEPT. OF AGRICULTURAL EDUCATION
VT 008 984 11
Statistics-Census (Transparency Masters).

CLEMSON UNIV., S.C. VOCATIONAL EDUCATION MEDIA CENTER
VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 766 8
Swine (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.
VT 008 821 30
Producer of Goods (Transparency Masters).
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 008 933 9
Animal Science (Transparency Masters).
VT 008 934 10
Feeds and Feeding (Transparency Masters).
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).
VT 008 936 10
Animal Science - Health (Transparency Masters).

Page

VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 008 941 18
Punctuation Rules (Transparency Masters).
VT 008 942 18
Letter Styles (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).

COBLE, M. CATHERINE
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.

COLORADO STATE DEPT. OF PUBLIC HEALTH, DENVER. NURSING SECTION
VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.

COLORADO STATE UNIV., DENVER. VOCATIONAL AGRICULTURE SECTION
VT 008 061 6
Source Unit on Farm Machinery Management.

COMMUNICATIONS AND OFFICE SKILLS TRAINING CENTER, WASHINGTON, D.C.
VT 002 739 14
Better Office Skills and Service, Student Manual.

CONNECTICUT STATE DEPT. OF HEALTH, HARTFORD
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).

COOK, FRED S.
VT 005 917 14
Secretaries on the Spot.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

CORBETT, HELEN A.
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.

CORNELL UNIV., ITHACA, N.Y. SCHOOL OF HOTEL ADMINISTRATION LIBRARY
VT 001 161 72
A Reference Shelf for a Hotel and Restaurant Library.

COUNCIL ON HOTEL, RESTAURANT, AND INSTITUTIONAL EDUCATION, ITHACA, N.Y.
VT 002 125 54
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.

CPI COMMUNITY ACTION INST., NEW HAVEN, CONN.
VT 006 720 15
Secretarial Training Program Report.

DALTON, L.C.
VT 007 329 4
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.

DALTON, L.C., AND OTHERS
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.

DE BECK, JOHN
VT 008 195 28
A Guide for Teaching Merchandising 1-2.

DELAWARE STATE DEPT. OF PUBLIC INSTRUCTION, DOVER
VT 006 397 15
Business Education in the Secondary School.

DENVER PUBLIC SCHOOLS, COLO. DEPT. OF GENERAL CURRICULUM SERVICES
VT 005 966 72
Your Vocational Future. Workbook.
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.

Page

DENVER PUBLIC SCHOOLS, COLO. DIV. OF INSTRUCTIONAL SERVICES
VT 002 381 38
Home Economics Evaluation Devices in the Senior High School.

DIFFEE, JESSIE, AND OTHERS
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

EBERLE, TED
VT 008 095 28
Unit on Pricing.

EDDY, MAX, ED.
VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.

EDMONTON DEPT. OF EDUCATION, ALBERTA (CANADA)
VT 007 934 50
Junior High School Curriculum Guide for Industrial Arts.

ELECTRONICS VOCATIONAL SCHOOL, BLOOMINGTON, IND.
VT 003 189 55
Fabrication Processes and Technology for Electronics.

ERNEST, JOHN W.
VT 007 176 16
How to Teach Business Subjects.

FEDERAL CORRECTIONAL INSTITUTION, LOMPOC, CALIF.
VT 008 271 59
Teaching Machine Programmed Instructional Material.

FLORIDA STATE DEPT. OF EDUCATION, TALLAHASSEE
VT 008 219 52
County Course of Study: Industrial Arts.
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

FRENCH-BRAY PRINTING CO., BALTIMORE, MD.
VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

FULLER, GERALD R.
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.

GANGLOFF, VICTORIA BARLI, AND OTHERS
VT 007 210 41
Home Economics, Grades 7 and 8, High School 1 and 2.

GENERAL ELECTRIC CO., CINCINNATI, OHIO. FLIGHT PROPULSION DIV.
VT 007 334 49
Fabrication Techniques for Turbine Components.

GILBERT, JOSEPHINE, COMP.
VT 000 170 24
Communications in Distribution.

GOWINGS, DAN D., ED.
VT 008 418 34
Ambulance Attendant Training Manual.

GRIFFIN, NOYCE L.
VT 008 594 35
Electronics for Hospital Patient Care.

HAILES, WILLIAM D., AND OTHERS
VT 008 484 29
Distributive Education Laboratory Manual.

HAMILTON, J. ROLAND
VT 000 058 2
Basic Principles in Soil Sciences.

HARAYDA, JOHN, AND OTHERS
VT 007 487 57
English for Printers.

HARGRAVE, L.M.
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

Page

HARRISON, FARRES A.
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

HARTZLER, F.E.
VT 008 059 43
Modern Textiles.
VT 008 060 27
Accounting, A Programmed Text.

HAWAII STATE DEPT. OF EDUCATION, HONOLULU
VT 001 678 54
Safety Policy Manual for the Technical Schools of Hawaii.

HAWKINS, AMIE V.
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

HEIDTBRINK, MARILYN, ED.
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.

HENRY, SARAH T.
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.

HENRY, SARAH T., COMP.
VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

HERBSTER, CORENE
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.

HOBART BROTHERS WELDING SCHOOL, TROY, OHIO
VT 007 584 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).

HOOVER, NORMAN, AND OTHERS
VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

HOUSEHOLD FINANCE CORP., CHICAGO, ILL. MONEY MANAGEMENT INST.
VT 008 257 44
Money Management Library.

HUDIBURG, EVERETT
VT 006 480 56
Fire Service Training Programs-- A Guide for the Development and Continuation of Progressive Training.
VT 006 484 56
Fire Service Instructor Training.

IDAHO STATE BOARD FOR VOCATIONAL EDUCATION, BOISE
VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.

IDAHO STATE BOARD FOR VOCATIONAL EDUCATION, BOISE. BUSINESS AND DISTRIBUTIVE EDUCATION DIV.
VT 006 190 15
Organizing the Office Practice Course.

IDAHO STATE BOARD FOR VOCATIONAL EDUCATION, BOISE. TRADE AND TECHNICAL EDUCATION DIV.
VT 004 192 55
Basic Pre-Service Course for Trade and Technical Education Teachers.

IDAHO STATE DEPT. OF EDUCATION, BOISE. BUSINESS AND DISTRIBUTIVE EDUCATION
VT 006 189 15
Bookkeeping, Cycle I.

Page

ILLINOIS STATE CHAMBER OF COMMERCE, CHICAGO. EDUCATION DEPT.
VT 007 664 73
Occupational Education in Illinois Public Junior Colleges.

ILLINOIS STATE UNIV., NORMAL. DEPT. OF AGRICULTURE
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.
VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.

ILLINOIS UNIV., URBANA. ENGINEERING TECHNOLOGY CURRICULUM ADVISORY COMMITTEE
VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.

ILLINOIS UNIV., URBANA. VOCATIONAL AGRICULTURE SERVICE
VT 007 647 6
Using the Illinois Farm Record Book.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS
VT 008 393 44
Human Development and the Family.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. AGRICULTURE EDUCATION
VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

INDIANA STATE DEPT. OF PUBLIC INSTRUCTION, INDIANAPOLIS. TRADE AND INDUSTRIAL SERVICE
VT 003 189 55
Fabrication Processes and Technology for Electronics.

INDIANA STATE UNIV., TERRE HAUTE. INSTRUCTIONAL MATERIALS LAB.
VT 003 189 55
Fabrication Processes and Technology for Electronics.

INDUSTRIAL COMMISSION OF OHIO, COLUMBUS. DIV. OF SAFETY AND HYGIENE
VT 007 540 57
Safety. A Good Sign for '69.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE, WASHINGTON, D.C. PROFESSIONAL STANDARDS DIV.
VT 007 768 58
Criminal Investigation.

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION, STILLWATER, OKLA.
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 006 484 56
Fire Service Instructor Training.

THE INTERSTATE PRINTERS AND PUBLISHERS, DANVILLE, ILL.
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.

IOWA UNIV., IOWA CITY
VT 002 138 32
Program in Associate Degree in Applied Science in Nursing.

JACKS, L.P.
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.

JAHNKE, L.P.
VT 007 334 49
Fabrication Techniques for Turbine Components.

JEFFERSON COUNTY PUBLIC SCHOOLS, LOUISVILLE, KY. DEPT. OF CURRICULUM DEVELOPMENT AND SUPERVISION
VT 000 898 48
Industrial Arts Curriculum Guide for Seventh and Eighth Grades.

JIMISON, CONRAD
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.

JOHNSON, GEORGE L.
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

JOHNSON, IRENE, ED.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.

JOHNSON, JOHNNY M.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?

JOHNSON, JOSEPH T.
VT 008 622 73
Safety Practices and Procedures in School Shops.

JULSON, EARL E.
VT 008 061 6
Source Unit on Farm Machinery Management.

KANSAS CITY PUBLIC SCHOOLS
VT 007 464 49
Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six.

KANSAS MEDICAL SOCIETY, INC., TOPEKA
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

KANSAS STATE BOARD FOR VOCATIONAL EDUCATION, TOPEKA
VT 008 059 43
Modern Textiles.
VT 008 060 27
Accounting, A Programmed Text.
VT 008 069 28
Record Keeping. A Programmed Text.

KANSAS STATE TEACHERS COLL., EMPORIA
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.
VT 008 059 43
Modern Textiles.
VT 008 060 27
Accounting, A Programmed Text.
VT 008 069 28
Record Keeping. A Programmed Text.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 008 095 28
Unit on Pricing.

KENTUCKY STATE DEPT. OF EDUCATION, FRANKFORT. DIV. OF BUSINESS AND OFFICE EDUCATION
VT 007 193 16
Office Practice. Curriculum Guide.

KENTUCKY UNIV., LEXINGTON. DEPT. OF HOME ECONOMICS EDUCATION
VT 000 861 54
Suggested Guide. Training Program for Food Service Occupations.

KENTUCKY UNIV., LEXINGTON. INSTRUCTIONAL MATERIALS LAB.
VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.

KNAUB, PATRICIA M.
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.

KNEELAND, NATALIE
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

KNOLL, MARJORIE
VT 000 842 38
Teaching Home Management.

Page

KNOTTS, C. DON
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

KRECH, EMERY, AND OTHERS
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

LEARNING SYSTEMS, INC., WASHINGTON, D.C.
VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.
VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.
VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 008 348 62
Technical Cluster III. Electronics Technology. Volume F: Television.
VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.
VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.
VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.
VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.
VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.
VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.
VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.
VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.
VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.
VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

Page

LEHMAN, WALTER, AND OTHERS
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.

LEWIS, ARNOLD M., JR., ED.
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

LOS ANGELES CITY SCHOOLS, CALIF. DIV. OF INSTRUCTIONAL PLANNING AND SERVICES
VT 006 661 49
An Instructional Guide for Industrial Woodworking.

LOUISIANA STATE UNIV., BATON ROUGE. SCHOOL OF VOCATIONAL EDUCATION
VT 008 663 7
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.

LOUISIANA STATE UNIV., NEW ORLEANS. SCHOOL OF VOCATIONAL EDUCATION
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.

LUTER, ROBERT R.
VT 000 156 23
Basic Organization of Distribution.

LUTER, ROBERT R., COMP.
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.

McDANIEL, JOHN A.
VT 004 192 55
Basic Pre-Service Course for Trade and Technical Education Teachers.

McGLYNN, JOHN F.
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.

McVICKER, HOWARD E., ED.
VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indians, Manual and Tests No. 1-11.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

MANCUSO, JOHN B.
VT 008 622 73
Safety Practices and Procedures in School Shops.

MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.
VT 008 057 16
Manual for USES Clerical Skills Tests.

MARATHON COUNTY TECHNICAL INST., WAUSAU, WIS.
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.

MARTIN, ROBERT R.
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.

MARYLAND UNIV., COLLEGE PARK. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.

MIDDLESEX COUNTY VOCATIONAL AND TECHNICAL HIGH SCHOOLS, NEW BRUNSWICK, N.J.
VT 007 812 43
Food Science.

MINISTRY OF LABOUR, LONDON (ENGLAND)
VT 008 651 66
Handbook on First Year Apprenticeship Training in Engineering.

MINNESOTA UNIV., ST. PAUL
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

MISSISSIPPI STATE BOARD FOR VOCATIONAL EDUCATION, JACKSON. VOCATIONAL AGRICULTURE DIV.
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.

Page

MISSISSIPPI STATE UNIV., STATE COLLEGE. SUBJECT MATTER SERVICE
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. DIV. OF VOCATIONAL EDUCATION
VT 007 596 5
Manual for Student Teachers in Agricultural Education.

MISSOURI STATE DEPT. OF EDUCATION, JEFFERSON CITY. INDUSTRIAL EDUCATION SECTION
VT 007 484 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.

MISSOURI UNIV., COLUMBIA
VT 007 596 5
Manual for Student Teachers in Agricultural Education.

MISSOURI UNIV., COLUMBIA. DEPT. OF INDUSTRIAL EDUCATION
VT 007 484 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.

MOORE, LUDA DAVIS
VT 000 173 24
Food Service Selling, Instructor's Manual.

MUSSELMAN, VERNON A., AND OTHERS
VT 007 193 16
Office Practice. Curriculum Guide.

NATIONAL AERONAUTICS AND SPACE ADMINISTRATION, WASHINGTON, D.C. EDUCATIONAL PROGRAMS DIV.
VT 008 615 45
Food for Space Flight.

NATIONAL COUNCIL FOR HOMEMAKER SERVICES, INC., NEW YORK, N.Y.
VT 006 701 40
Homemaker-Home Health Aides; Training Manual.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

NATIONAL EDUCATION ASSOCIATION, WASHINGTON, D.C. DEPT. OF HOME ECONOMICS
VT 000 842 38
Teaching Home Management.
VT 004 749 39
Teacher's Guide to Financial Education.

NATIONAL INST. OF HEALTH, BETHESDA, MD.
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.

NATIONAL SECRETARIES ASSOCIATIONS (INTERNATIONAL), KANSAS CITY, MO.
VT 005 917 14
Secretaries on the Spot.

NEBRASKA INDUSTRIAL EDUCATION ADVISORY COMMITTEE
VT 002 504 48
Administrative Guidelines for Industrial Education, Grades 7-12.

NEBRASKA STATE DEPT. OF EDUCATION, LINCOLN
VT 005 579 56
Handbook for School Bus Drivers.

NEBRASKA UNIV., LINCOLN. UNIV. EXTENSION DIV.
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.

Page

NEFT, TILLIE
VT 001 348 14
Office Procedures: A Teacher's Manual.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. DIV. OF VOCATIONAL EDUCATION
VT 006 731 16
About Typewriting.
VT 007 487 57
English for Printers.

NEW JERSEY STATE DEPT. OF EDUCATION, TRENTON. VOCATIONAL EDUCATION
VT 007 812 43
Food Science.

NEW MEXICO STATE DEPT. OF PUBLIC INSTRUCTION, SANTA FE
VT 007 434 73
Books to Give Vocation Information to Grade School Children.

NEW MEXICO STATE UNIV., LAS CRUCES. AGRICULTURAL AND EXTENSION EDUCATION DEPT.
VT 007 415 4
Student Teaching Manual.

NEW YORK STATE EDUCATION DEPT., ALBANY
VT 008 251 52
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF BUSINESS AND DISTRIBUTIVE EDUCATION
VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.
VT 008 484 29
Distributive Education Laboratory Manual.
VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF INDUSTRIAL ARTS EDUCATION
VT 008 256 52
Electricity Project Ideas for Industrial Arts.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

NEW YORK STATE EDUCATION DEPT., ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
VT 008 599 29
Experimental Course of Study in Service Station Merchandising and Management.

NICHOLS, DARYL E.
VT 002 617 25
Selection, Placement and Evaluation in Distributive Education.

NORTH CAROLINA STATE BOARD OF EDUCATION, RALEIGH. VOCATIONAL TECHNICAL DIV.
VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.

NORTH CAROLINA STATE BOARD OF HEALTH, RALEIGH. SANITARY ENGINEERING DIV.
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. HOME ECONOMICS SECTION
VT 000 404 38
Clothing Service Training, A Basic Guide.

NORTH CAROLINA STATE DEPT. OF PUBLIC INSTRUCTION, RALEIGH. SCHOOL FOOD SERVICE
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.

NORTH CAROLINA UNIV., RALEIGH. STATE UNIV. DEPT. OF AGRICULTURAL EDUCATION
VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.

NUERGE, WILLIAM, JR.
VT 006 432 39
Training Yourself for Food Service.

OAKLAND PUBLIC SCHOOLS, CALIF.
VT 003 521 38
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.

Page

OCHS, ANN
VT 008 095 28
Unit on Pricing.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C.
VT 007 913 58
Automotive Body Repairman. A Suggested Guide for a Training Course.

OFFICE OF EDUCATION (DHEW), WASHINGTON, D.C. DIV. OF MANPOWER DEVELOPMENT AND TRAINING
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.
VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.
VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.
VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.
VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairmen.
VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.
VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.
VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.

Page

VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.

VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.
VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.
VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.
VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.
VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.
VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.
VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.
VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.
VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

Page

OHIO INDUSTRIAL ARTS ASSOCIATION, COLUMBUS
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.
VT 006 247 48
Industrial Arts Curriculum Guide for Metals.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.
VT 006 247 48
Industrial Arts Curriculum Guide for Metals.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. HOME ECONOMICS EDUCATION SERVICE
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.

OHIO STATE DEPT. OF EDUCATION, COLUMBUS. TRADE AND INDUSTRIAL EDUCATION SERVICE
VT 004 264 55
Cosmetology, Suggested Course Outline.

OHIO STATE UNIV., COLUMBUS
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.

OHIO STATE UNIV., COLUMBUS. CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION
VT 009 404 ED (See Jan '70 RIE) 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.
VT 009 405 ED (See Jan '70 RIE) 74
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

OKLAHOMA STATE UNIV., STILLWATER. DEPT. OF FIRE PROTECTION
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 006 484 56
Fire Service Instructor Training.

OWEN, F. CARRINGTON
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

PAGE, FOY
VT 008 252 7
Deer and Turkey Management.

PENNINGTON, DON, COMP.
VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

PENNSYLVANIA STATE DEPT. OF HEALTH, HARRISBURG
VT 008 418 34
Ambulance Attendant Training Manual.

PETROELJE, LLOYD
VT 008 045 6
Pruning Ornamental Shrubs.

PIESLAK, RAYMOND F.
VT 006 731 16
About Typewriting.

POPIAK, NICHOLAS
VT 007 812 43
Food Science.

PUBLIC HEALTH SERVICE (DHEW), SILVER SPRINGS, MD. ARCHITECTURAL AND ENGINEERING BRANCH
VT 008 594 35
Electronics for Hospital Patient Care.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF HEALTH MOBILIZATION
VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. DIV. OF INDIAN HEALTH
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.

Page

PUBLIC HEALTH SERVICE (DHEW), WASHINGTON, D.C. NURSING HOMES AND RELATED FACILITIES BRANCH
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.

PUBLIC HEALTH SERVICE INDIAN HOSPITAL, RAPID CITY, S.D.
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

PURDUE UNIV., LAFAYETTE, IND.
VT 008 393 44
Human Development and the Family.

REESE, DOROTHY ERICKSON
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.

RESTAURANT-HOTEL AIDS, INC. MINNEAPOLIS, MINN.
VT 006 432 39
Training Yourself for Food Service.

RICHARDSON, JOE A.
VT 007 329 4
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.

ROCHESTER CITY SCHOOL DISTRICT, N.Y.
VT 001 971 14
Business Law 11 or 12.
VT 006 222 15
Business Organization.

ROCHESTER CITY SCHOOL DISTRICT, N.Y. DIV. OF INSTRUCTION
VT 006 452 49
Industrial Arts Grades 7-8. (Tentative).

ROCHESTER CITY SCHOOL DISTRICT, N.Y. HOME ECONOMICS EDUCATION
VT 004 938 39
Home Economics Resource Units, Occupational Education Classes. Secondary Schools.

ROWE, KENNETH L.
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

RUTGERS-THE STATE UNIV., NEW BRUNSWICK, N.J. CURRICULUM LAB.
VT 007 812 43
Food Science.
VT 008 622 73
Safety Practices and Procedures in School Shops.

RUTGERS, THE STATE UNIV., NEW BRUNSWICK, N.J. VOCATIONAL-TECHNICAL CURRICULUM LAB.
VT 007 487 57
English for Printers.

SALEM PUBLIC SCHOOLS, ORE.
VT 008 235 43
Homemaking Guide Grades 7-12.

SAN DIEGO CITY SCHOOLS, CALIF.
VT 008 195 28
A Guide for Teaching Merchandising 1-2.

SANTA BARBARA HIGH SCHOOL DISTRICT, CALIF. WORK EXPERIENCE EDUCATION
VT 003 796 72
Preparation for Employment.

SCHWEET, RAY G.
VT 006 397 15
Business Education in the Secondary School.

SEATTLE PUBLIC SCHOOLS, WASH.
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.

SEDGWICK COUNTY MEDICAL SOCIETY, WICHITA, KAN.
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

SHILOH JUNIOR HIGH, PARMA, OHIO
VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

SMALL BUSINESS ADMINISTRATION, WASHINGTON, D.C.
VT 008 772 30
Reducing Shoplifting Losses.
VT 008 773 30
Preventing Burglary and Robbery Loss.

Page

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. HOME ECONOMICS EDUCATION SECTION
VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. HOMEMAKING EDUCATION
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.

SOUTH CAROLINA STATE DEPT. OF EDUCATION, COLUMBIA. OFFICE OF VOCATIONAL EDUCATION
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 766 8
Swine (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).
VT 008 821 30
Producer of Goods (Transparency Masters).
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 008 933 9
Animal Science (Transparency Masters).
VT 008 934 10
Feeds and Feeding (Transparency Masters).
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).
VT 008 936 10
Animal Science - Health (Transparency Masters).
VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 008 940 18
Difficult Words (Transparency Masters).
VT 008 941 18
Punctuation Rules (Transparency Masters).
VT 008 942 18
Letter Styles (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).

SOUTH DAKOTA STATE BOARD OF EDUCATION, PIERRE
VT 008 255 52
Industrial Arts Education.

SOUTH-WESTERN PUBLISHING CO., CINCINNATI, OHIO
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.

STATE UNIV. OF NEW YORK, ALBANY. BUREAU OF SECONDARY CURRICULUM DEVELOPMENT
VT 008 253 52
Industrial Arts Syllabus in Transportation.

SULLIVAN, JANIE
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).

SULLIVAN, JANIE, COMP.
VT 007 697 27
Basic Selling. First-Year Basic Instruction.

TENNESSEE STATE DEPT. OF EDUCATION, NASHVILLE. DIV. OF VOCATIONAL TECHNICAL EDUCATION
VT 006 656 72
Guide for MDT Instructors.

TEXAS A AND M UNIV., COLLEGE STATION
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.

Page

TEXAS A AND M UNIV., COLLEGE STATION. AGRICULTURAL EXPERIMENT STATION
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

TEXAS EDUCATION AGENCY, AUSTIN
VT 005 440 14
Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.

TEXAS EDUCATION AGENCY, AUSTIN. DISTRIBUTIVE EDUCATION DIV.
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

TEXAS EDUCATION AGENCY, AUSTIN. VOCATIONAL DIV.
VT 000 124 22
Public Relations for Retail Employees.
VT 000 173 24
Food Service Selling, Instructor's Manual.

TEXAS OCCUPATIONAL RESEARCH COORDINATING UNIT, AUSTIN
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

TEXAS TECHNOLOGICAL COLL., LUBBOCK. DEPT. OF AGRICULTURAL EDUCATION
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

TEXAS UNIV., AUSTIN. DEPT. OF DISTRIBUTIVE EDUCATION
VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.
VT 000 155 23
School and Business Relationships.
VT 000 156 23
Basic Organization of Distribution.
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

VT 000 166 23
Retail Credit.
VT 000 167 24
Sales Promotion.
VT 000 170 24
Communications in Distribution.

TEXAS UNIV., AUSTIN.
DIV. OF EXTENSION
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

TEXAS UNIV., AUSTIN. INDUSTRIAL AND BUSINESS TRAINING
VT 000 124 22
Public Relations for Retail Employees.
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.
VT 000 152 22
Basic Fashion Training.
VT 000 173 24
Food Service Selling, Instructor's Manual.

TEXAS UNIV., AUSTIN. INSTRUCTIONAL MATERIALS LAB.
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 210 25
Modern Supermarket Operation.
VT 000 215 25
Produce--Care, Preparation and Merchandising.
VT 007 697 27
Basic Selling. First-Year Basic Instruction.
VT 007 851 27
Basic Retail Credit. A Distributive Education Manual.
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.

THOMAS, ICY
VT 000 167 24
Sales Promotion.

TULSA PUBLIC SCHOOLS, OKLA.
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

Page

URBANIC, CHARLES, ED.
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.

UTAH STATE BOARD FOR VOCATIONAL EDUCATION, SALT LAKE CITY
VT 007 689 49
Industrial Arts; Electricity-Electronics.
VT 008 052 51
Industrial Arts.
VT 008 071 51
Industrial Arts; Safety Guide.
VT 008 072 51
Industrial Arts; Graphic Arts.
VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.

VANDERBOSCH, CHARLES G.
VT 007 768 58
Criminal Investigation.

VERMONT INDUSTRIAL ARTS TEACHERS' ASSOCIATION
VT 008 041 51
Industrial Arts Education Curriculum Guide.

VERMONT STATE DEPT. OF EDUCATION, MONTPELIER. DIV. OF INSTRUCTIONAL SERVICES
VT 008 041 51
Industrial Arts Education Curriculum Guide.

VERRILL, ADDISON H.
VT 008 772 30
Reducing Shoplifting Losses.

WASHINGTON RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION, OLYMPIA
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.

WASHINGTON STATE COORDINATING COUNCIL FOR OCCUPATIONAL EDUCATION, OLYMPIA
VT 007 766 27
Distributive Education Coordinators Guide.

PERSONAL AND INSTITUTIONAL AUTHOR INDEX

Page

WASHINGTON STATE UNIV., PULLMAN. AGRICULTURAL EDUCATION
VT 007 336 4
Student Teaching Manual for Vocational Agriculture.

WEBB, EARL S.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

WEIKERT, JILL, AND OTHERS
VT 008 069 28
Record Keeping. A Programmed Text.

WEST VIRGINIA STATE BOARD OF EDUCATION, CHARLESTON. BUREAU OF VOCATIONAL, TECHNICAL AND ADULT EDUCATION
VT 001 284 54
Welding.

WILCOX, JANE
VT 008 616 35
Blood Pressure Measurement.
A Programed Notebook for Nurses.

WISCONSIN STATE UNIV., RIVER FALLS. COLL. OF AGRICULTURE
VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.

WISCONSIN UNIV., MADISON. DEPT. OF AGRICULTURAL AND EXTENSION EDUCATION
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

WRAY, JOHN D., AND OTHERS
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.

WYOMING UNIV., LARAMIE. DEPT. OF VOCATIONAL EDUCATION
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.

DOCUMENT NUMBER INDEX

Page

VT 000 057 2
Basic Principles of Animal Science.

VT 000 058 2
Basic Principles in Soil Sciences.

VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

VT 000 124 22
Public Relations for Retail Employees.

VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.

VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.

VT 000 152 22
Basic Fashion Training.

VT 000 155 23
School and Business Relationships.

VT 000 156 23
Basic Organization of Distribution.

VT 000 163 23
Advanced Selling (Including Second-Year Orientation).

VT 000 166 23
Retail Credit.

VT 000 167 24
Sales Promotion.

VT 000 170 24
Communications in Distribution.

VT 000 173 24
Food Service Selling, Instructor's Manual.

VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.

Page

VT 000 210 25
Modern Supermarket Operation.

VT 000 215 25
Produce--Care, Preparation and Merchandising.

VT 000 404 38
Clothing Service Training, A Basic Guide.

VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.

VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.

VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.

VT 000 842 38
Teaching Home Management.

VT 000 861 54
Suggested Guide. Training Program for Food Service Occupations.

VT 000 898 48
Industrial Arts Curriculum Guide for Seventh and Eighth Grades.

VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.

VT 001 161 72
A Reference Shelf for a Hotel and Restaurant Library.

VT 001 284 54
Welding.

VT 001 348 14
Office Procedures: A Teacher's Manual.

DOCUMENT NUMBER INDEX

Document		Page
VT 001 535	Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.	38
VT 001 665	A Handbook for Prospective Students of Vocational Agriculture in Louisiana.	3
VT 001 678	Safety Policy Manual for the Technical Schools of Hawaii.	54
VT 001 971	Business Law 11 or 12.	14
VT 002 125	Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.	54
VT 002 138	Program in Associate Degree in Applied Science in Nursing.	32
VT 002 381	Home Economics Evaluation Devices in the Senior High School.	38
VT 002 504	Administrative Guidelines for Industrial Education, Grades 7-12.	48
VT 002 617	Selection, Placement, and Evaluation in Distributive Education.	25
VT 002 739	Better Office Skills and Service, Student Manual.	14
VT 002 763	School Food Service Sanitation, A Manual for School Food Service Employees.	55
VT 003 189	Fabrication Processes and Technology for Electronics.	55
VT 003 521	Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.	38
VT 003 608	Arizona Distributive Education Adult Programs Handbook.	26
VT 003 796	Preparation for Employment.	72
VT 004 192	Basic Pre-Service Course for Trade and Technical Education Teachers.	55
VT 004 264	Cosmetology, Suggested Course Outline.	55
VT 004 682	Teletraining for Business Studies. A Teacher's Guide.	26
VT 004 684	Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.	48
VT 004 749	Teacher's Guide to Financial Education.	39
VT 004 773	Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.	56
VT 004 938	Home Economics Resource Units, Occupational Education Classes. Secondary Schools.	39
VT 005 440	Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.	14
VT 005 558	A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.	39
VT 005 579	Handbook for School Bus Drivers.	56
VT 005 713 ED 019 523	ES '70 Report Number 3.	72
VT 005 840	Teaching Aids for Schools of Radiologic Technology.	32

DOCUMENT NUMBER INDEX

Page

VT 005 917 14
Secretaries on the Spot.

VT 005 966 72
Your Vocational Future. Workbook.

VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.

VT 006 189 15
Bookkeeping, Cycle I.

VT 006 190 15
Organizing the Office Practice Course.

VT 006 222 15
Business Organization.

VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.

VT 006 247 48
Industrial Arts Curriculum Guide for Metals.

VT 006 397 15
Business Education in the Secondary School.

VT 006 432 39
Training Yourself for Food Service.

VT 006 452 49
Industrial Arts Grades 7-8. (Tentative).

VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).

VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.

VT 006 484 56
Fire Service Instructor Training.

VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.

VT 006 656 72
Guide for MDT Instructors.

Page

VT 006 661 49
An Instructional Guide for Industrial Woodworking.

VT 006 701 40
Homemaker-Home Health Aides; Training Manual.

VT 006 720 15
Secretarial Training Program Report.

VT 006 731 16
About Typewriting.

VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.

VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.

VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.

VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.

VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.

VT 007 176 16
How to Teach Business Subjects.

VT 007 193 16
Office Practice. Curriculum Guide.

VT 007 210 41
Home Economics, Grades 7 and 8, High School 1 and 2.

VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.

VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.

DOCUMENT NUMBER INDEX

Page

VT 007 329 A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations. 4

VT 007 334 Fabrication Techniques for Turbine Components. 49

VT 007 336 Student Teaching Manual for Vocational Agriculture. 4

VT 007 337 Visual Aids for Teaching X-Ray Technology. 32

VT 007 351 Student Teaching Manual. 4

VT 007 415 Student Teaching Manual. 4

VT 007 434 Books to Give Vocation Information to Grade School Children. 73

VT 007 464 Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six. 49

VT 007 484 Machine Shop Group Instruction. Instructor's Guide. 56

VT 007 485 Machine Shop Group Instruction. A Course of Study. 57

VT 007 487 English for Printers. 57

VT 007 507 Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide. 57

VT 007 518 A Course in Business English. Material for the Student. 26

VT 007 519 A Course in Business English. Manual for the Supervisor. 26

VT 007 522 A Course in General Homemaking. Material for the Student. 42

Page

VT 007 523 A Course in General Homemaking. Manual for the Supervisor. 42

VT 007 526 A Course in Housing and Home Equipment. Material for the Student. 42

VT 007 527 A Course in Housing and Home Equipment. Manual for the Supervisor. 42

VT 007 528 A Course in Personal and Social Relationships. Material for the Student. 42

VT 007 529 A Course in Personal and Social Relationships. Manual for the Supervisor. 43

VT 007 540 Safety. A Good Sign for '69. 57

VT 007 557 Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture. 5

VT 007 559 A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations. 5

VT 007 584 Training in Shielded Metal-Arc Pipe Welding (Uphill). 58

VT 007 596 Manual for Student Teachers in Agricultural Education. 5

VT 007 597 Handbook for Student Teachers in Vocational Agriculture. 5

VT 007 601 Guide for Summer Experience for Student Teachers in Agricultural Education. 5

VT 007 607 Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide. 58

VT 007 647 Using the Illinois Farm Record Book. 6

DOCUMENT NUMBER INDEX

Page

VT 007 664 — 73
Occupational Education in Illinois Public Junior Colleges.

VT 007 689 — 49
Industrial Arts; Electricity-Electronics.

VT 007 690 — 27
A Programmed Unit in Basic Stockkeeping.

VT 007 697 — 27
Basic Selling. First-Year Basic Instruction.

VT 007 698 — 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.

VT 007 749 — 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

VT 007 766 — 27
Distributive Education Coordinators Guide.

VT 007 768 — 58
Criminal Investigation.

VT 007 779 — 50
Beginning Leathercraft Projects for the Industrial Arts.

VT 007 780 — 50
Intermediate Leathercraft Projects for the Industrial Arts.

VT 007 812 — 43
Food Science.

VT 007 851 — 27
Basic Retail Credit. A Distributive Education Manual.

VT 007 913 — 58
Automotive Body Repairman. A Suggested Guide for a Training Course.

VT 007 934 — 50
Junior High School Curriculum Guide for Industrial Arts.

Page

VT 007 957 — 32
Medical Office Assistant.

VT 007 958 — 33
Medical Office Assistant. Instructor's Guide.

VT 007 961 — 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.

VT 007 972 — 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

VT 008 004 — 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

VT 008 041 — 51
Industrial Arts Education Curriculum Guide.

VT 008 045 — 6
Pruning Ornamental Shrubs.

VT 008 052 — 51
Industrial Arts.

VT 008 056 — 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.

VT 008 057 — 16
Manual for USES Clerical Skills Tests.

VT 008 059 — 43
Modern Textiles.

VT 008 060 — 27
Accounting, A Programmed Text.

VT 008 061 — 6
Source Unit on Farm Machinery Management.

VT 008 069 — 28
Record Keeping. A Programmed Text.

VT 008 071 — 51
Industrial Arts; Safety Guide.

DOCUMENT NUMBER INDEX

Page

VT 008 072 51
Industrial Arts; Graphic Arts.

VT 008 095 28
Unit on Pricing.

VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.

VT 008 195 28
A Guide for Teaching Merchandising 1-2.

VT 008 219 52
County Course of Study: Industrial Arts.

VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.

VT 008 235 43
Homemaking Guide Grades 7-12.

VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.

VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

VT 008 251 52
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.

VT 008 252 7
Deer and Turkey Management.

VT 008 253 52
Industrial Arts Syllabus in Transportation.

VT 008 255 52
Industrial Arts Education.

VT 008 256 52
Electricity Project Ideas for Industrial Arts.

VT 008 257 44
Money Management Library.

VT 008 271 59
Teaching Machine Programmed Instructional Material.

Page

VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.

VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.

VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.

VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.

VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.

VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.

VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.

VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.

VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.

VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.

VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.

VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.

DOCUMENT NUMBER INDEX

Page

VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.

VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.

VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.

VT 008 348 62
Technical Cluster III. Electronics Technology. Volume F: Television.

VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.

VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.

VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.

VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.

VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.

VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.

VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.

VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.

Page

VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.

VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.

VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.

VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.

VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.

VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

VT 008 393 44
Human Development and the Family.

VT 008 418 34
Ambulance Attendant Training Manual.

VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.

VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.

VT 008 479 29
Handbook for Supervisors of the Disadvantaged.

VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.

DOCUMENT NUMBER INDEX

Page

VT 008 484 Distributive Education Laboratory Manual. 29

VT 008 505 General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11. 65

VT 008 567 Program in Human Growth and Development (Sex Education). 45

VT 008 572 Consumer's Buying Guide. How to Get Your Money's Worth. 45

VT 008 584 Training Recommendations: Managers and Supervisors. 66

VT 008 594 Electronics for Hospital Patient Care. 35

VT 008 599 Experimental Course of Study in Service Station Merchandising and Management. 29

VT 008 615 Food for Space Flight. 45

VT 008 616 Blood Pressure Measurement. A Programed Notebook for Nurses. 35

VT 008 622 Safety Practices and Procedures in School Shops. 73

VT 008 627 Organizing and Conducting Programs in Agricultural Sales and Service Occupations. 7

VT 008 651 Handbook on First Year Apprenticeship Training in Engineering. 66

VT 008 663 A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming. 7

VT 008 704 Program Descriptions for Vocational Home Economics: Homemaking; Job Training. 45

Page

VT 008 706 Suggestions for Developing a Promotion Handbook for Business and Distributive Education. 17

VT 008 763 Indian Health Home Nursing Course; Instructor's Guide. 35

VT 008 764 Reproduction and Genetics in Farm Animals (Transparency Masters). 8

VT 008 765 Animal Science--General (Transparency Masters). 8

VT 008 766 Swine (Transparency Masters). 8

VT 008 767 Breeding Livestock (Transparency Masters). 8

VT 008 771 Breed Identification (Transparency Masters). 8

VT 008 772 Reducing Shoplifting Losses. 30

VT 008 773 Preventing Burglary and Robbery Loss. 30

VT 008 779 Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education. 73

VT 008 783 Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records. 9

VT 008 790 Planning the Adult Homemaking Program in South Carolina. 45

VT 008 821 Producer of Goods (Transparency Masters). 30

VT 008 822 Animal Science - Breeding Livestock (Transparency Masters). 9

DOCUMENT NUMBER INDEX

Page

VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).

VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?

VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

VT 008 933 9
Animal Science (Transparency Masters).

VT 008 934 10
Feeds and Feeding (Transparency Masters).

VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).

VT 008 936 10
Animal Science - Health (Transparency Masters).

VT 008 937 17
Writing Positions (Transparency Masters).

VT 008 939 18
Brief Forms (Transparency Masters).

VT 008 940 18
Difficult Words (Transparency Masters).

VT 008 941 18
Punctuation Rules (Transparency Masters).

VT 008 942 18
Letter Styles (Transparency Masters).

VT 008 943 18
Joined Word Beginnings (Transparency Masters).

VT 008 958 10
Breeding Livestock (Transparency Masters).

Page

VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.

VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.

VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.

VT 008 984 11
Statistics-Census (Transparency Masters).

VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

DOCUMENT NUMBER INDEX

Page

VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

Page

VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.

VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.

VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

DOCUMENT NUMBER INDEX

Page

VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.

VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

Page

VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

VT 009 404 ED (See Jan '70 RIE) 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

VT 009 405 ED (See Jan '70 RIE) 74
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

CONVERSION OF DOCUMENT NUMBER INDEX[1]

VT NUMBERS CONVERTED TO ED OR MP NUMBERS[2]

VT 005 713	ED 019 523
VT 008 234	ED 029 131
VT 008 311	ED 029 136
VT 008 333	ED 029 138

ED OR MP NUMBERS CONVERTED TO VT NUMBERS

ED 019 523	VT 005 713
ED 029 131	VT 008 234
ED 029 136	VT 008 311
ED 029 138	VT 008 333

---

[1] This index is cumulated annually beginning with the Fall issue of AIM.

[2] Any document with an MP number is available from EDRS by using the appropriate MP number.

SUBJECT AND IDENTIFIER INDEX

Page

ACCIDENT PREVENTION
VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.
VT 001 678 54
Safety Policy Manual for the Technical Schools of Hawaii.
VT 008 071 51
Industrial Arts; Safety Guide.

ACCOUNTING
VT 008 060 27
Accounting, A Programmed Text.
VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

ACHIEVEMENT TESTS
VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.

ADMINISTRATOR GUIDES
VT 002 504 48
Administrative Guidelines for Industrial Education, Grades 7-12.

ADULT EDUCATION
VT 006 720 15
Secretarial Training Program Report.
VT 007 176 16
How to Teach Business Subjects.

ADULT FARMER EDUCATION
VT 008 061 6
Source Unit on Farm Machinery Management.
VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

ADULT VOCATIONAL EDUCATION
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.
VT 005 579 56
Handbook for School Bus Drivers.
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.

Page

VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.
VT 008 418 34
Ambulance Attendant Training Manual.
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.
VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.
VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.
VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.
VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.
VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairmen.
VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.
VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.
VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.
VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.
VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.
VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.
VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.
VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.
VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.
VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.
VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.
VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

Page

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.
VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.
VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.
VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.
VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.
VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.
VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.
VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.
VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.
VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.
VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.
VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.
VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

ADVANCED PROGRAMS
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

AEROSPACE INDUSTRY
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.
VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.
VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.
VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.
VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.
VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

Page

AEROSPACE TECHNOLOGY
VT 007 334 49
Fabrication Techniques for Turbine Components.

AGRICULTURAL EDUCATION
VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.
VT 007 596 5
Manual for Student Teachers in Agricultural Education.
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.
VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.
VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.
VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.
VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

AGRICULTURAL ENGINEERING
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

AGRICULTURAL MACHINERY
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

SUBJECT AND IDENTIFIER INDEX

Page

AGRICULTURAL MACHINERY OCCUPATIONS
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?
VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

AGRICULTURAL PRODUCTION
VT 000 058 2
Basic Principles in Soil Sciences.
VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.
VT 008 663 7
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.
VT 008 933 9
Animal Science (Transparency Masters).

AGRICULTURAL TRENDS
VT 008 984 11
Statistics-Census (Transparency Masters).

AGRONOMY
VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.

AIR CONDITIONING
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.

ANIMAL SCIENCE
VT 000 057 2
Basic Principles of Animal Science.
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 766 8
Swine (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).

Page

VT 008 933 9
Animal Science (Transparency Masters).
VT 008 934 10
Feeds and Feeding (Transparency Masters).
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).
VT 008 936 10
Animal Science - Health (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).

ANNOTATED BIBLIOGRAPHIES
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.
VT 009 404 ED (See Jan '70 RIE) 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

ANSWER KEYS
VT 007 958 33
Medical Office Assistant. Instructor's Guide.

APPRENTICESHIPS
VT 008 651 66
Handbook on First Year Apprenticeship Training in Engineering.

AUDIOVISUAL AIDS
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.

AUTO BODY REPAIRMEN
VT 007 913 58
Automotive Body Repairman. A Suggested Guide for a Training Course.

AUTO MECHANICS
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.

SUBJECT AND IDENTIFIER INDEX

Page

AUTO MECHANICS (OCCUPATION)
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.
VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

AUTOINSTRUCTIONAL AIDS
VT 006 432 39
Training Yourself for Food Service.

AUTOMOBILE UPHOLSTERERS
VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

AVIATION TECHNOLOGY
VT 007 961 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.

BETTER BUSINESS BUREAU
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

BIBLIOGRAPHIES
VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.
VT 007 434 73
Books to Give Vocation Information to Grade School Children.

BIOMEDICAL EQUIPMENT
VT 008 594 35
Electronics for Hospital Patient Care.

BOOKBINDING
VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.

Page

BOOKKEEPING
VT 006 189 15
Bookkeeping, Cycle I.
VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

BREEDING
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).

BRICKLAYERS
VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

BUILDING TRADES
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.
VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.
VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.
VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

BURGLARY
VT 008 773 30
Preventing Burglary and Robbery Loss.

BUS DRIVERS
VT 005 579 56
Handbook for School Bus Drivers.

BUSINESS CORRESPONDENCE
VT 008 942 18
Letter Styles (Transparency Masters).

SUBJECT AND IDENTIFIER INDEX

Page

BUSINESS EDUCATION
VT 001 348 14
Office Procedures: A Teacher's Manual.
VT 004 749 39
Teacher's Guide to Financial Education.
VT 005 440 14
Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.
VT 005 917 14
Secretaries on the Spot.
VT 006 190 15
Organizing the Office Practice Course.
VT 006 222 15
Business Organization.
VT 007 176 16
How to Teach Business Subjects.
VT 007 193 16
Office Practice. Curriculum Guide.
VT 008 057 16
Manual for USES Clerical Skills Tests.
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.
VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.
VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.
VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.
VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

Page

VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.
VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

BUSINESS EDUCATION TEACHERS
VT 007 176 16
How to Teach Business Subjects.

BUSINESS ENGLISH
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.

BUSINESS LAW
VT 001 971 14
Business Law 11 or 12.

BUSINESS ORGANIZATION
VT 000 156 23
Basic Organization of Distribution.

BUSINESS SUBJECTS
VT 001 971 14
Business Law 11 or 12.

BUSINESS AND OFFICE EDUCATION
VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

CARDIOVASCULAR SYSTEM
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.

CAREER CHOICE
VT 007 329 4
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.

SUBJECT AND IDENTIFIER INDEX

Page

CARPENTERS
VT 006 661 49
An Instructional Guide for Industrial Woodworking.
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.

CARPETING
VT 008 584 66
Training Recommendations: Managers and Supervisors.

CASE STUDIES (EDUCATION)
VT 005 917 14
Secretaries on the Spot.

CATALOGS
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.

CATTLE
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).

CERAMICS
VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.

CHANGING ATTITUDES
VT 006 720 15
Secretarial Training Program Report.

CHILD CARE WORKERS
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.

Page

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.

CHILD DEVELOPMENT
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

CHILDHOOD NEEDS
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.

CLERICAL OCCUPATIONS
VT 002 739 14
Better Office Skills and Service, Student Manual.
VT 006 189 15
Bookkeeping, Cycle I.
VT 008 057 16
Manual for USES Clerical Skills Tests.

CLERICAL WORKERS
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

CLIMATE CONTROL
VT 007 607 58
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.

CLOTHING DESIGN
VT 000 152 22
Basic Fashion Training.

CLOTHING INSTRUCTION
VT 000 404 38
Clothing Service Training, A Basic Guide.

SUBJECT AND IDENTIFIER INDEX

Page

CLOTHING MAINTENANCE SPECIALISTS
VT 000 404 38
Clothing Service Training, A Basic Guide.
VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

COMMUNICATION PROBLEMS
VT 005 917 14
Secretaries on the Spot.

COMMUNICATION SKILLS
VT 000 170 24
Communications in Distribution.
VT 004 682 26
Teletraining for Business Studies. A Teacher's Guide.

COMMUNICATIONS
VT 000 170 24
Communications in Distribution.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.

COMMUNITY ACTION INSTITUTE, HARTFORD, CONNECTICUT
VT 006 720 15
Secretarial Training Program Report.

COMPANIONS (OCCUPATION)
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).
VT 006 701 40
Homemaker-Home Health Aides; Training Manual.
VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.
VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

Page

CONCEPT TEACHING
VT 000 842 38
Teaching Home Management.

CONFERENCE METHOD
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.

CONSUMER ECONOMICS
VT 008 257 44
Money Management Library.
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

CONSUMER EDUCATION
VT 000 166 23
Retail Credit.
VT 004 749 39
Teacher's Guide to Financial Education.
VT 008 257 44
Money Management Library.
VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

COOKS
VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

COOPERATING TEACHERS
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.

COOPERATIVE EDUCATION
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.
VT 002 617 25
Selection, Placement and Evaluation in Distributive Education.
VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.
VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

CORRESPONDENCE COURSES
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.

CORRESPONDENCE STUDY
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.

COSMETOLOGISTS
VT 004 264 55
Cosmetology, Suggested Course Outline.

COSMETOLOGY
VT 004 264 55
Cosmetology, Suggested Course Outline.

COURSE DESCRIPTIONS
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.
VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

Page

VT 008 056 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.

CREATIVE ACTIVITIES
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.

CREDIT (FINANCE)
VT 000 166 23
Retail Credit.
VT 007 851 27
Basic Retail Credit. A Distributive Education Manual.

CRIMINAL INVESTIGATION
VT 007 768 58
Criminal Investigation.

CURRICULUM
VT 002 138 32
Program in Associate Degree in Applied Science in Nursing.
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.

CURRICULUM ENRICHMENT
VT 007 464 49
Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six.

CURRICULUM GUIDES
VT 000 404 38
Clothing Service Training, A Basic Guide.
VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.
VT 000 898 48
Industrial Arts Curriculum Guide for Seventh and Eighth Grades.
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.

SUBJECT AND IDENTIFIER INDEX

Page

VT 001 284 54
Welding.
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.
VT 003 521 38
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.
VT 004 264 55
Cosmetology, Suggested Course Outline.
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.
VT 004 938 39
Home Economics Resource Units, Occupational Education Classes. Secondary Schools.
VT 006 247 48
Industrial Arts Curriculum Guide for Metals.
VT 006 397 15
Business Education in the Secondary School.
VT 006 452 49
Industrial Arts Grades 7-8. (Tentative).
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).
VT 006 661 49
An Instructional Guide for Industrial Woodworking.
VT 006 701 40
Homemaker-Home Health Aides; Training Manual.
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.
VT 007 193 16
Office Practice. Curriculum Guide.

Page

VT 007 210 41
Home Economics, Grades 7 and 8, High School 1 and 2.
VT 007 464 49
Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six.
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesmen). A Suggested Training Guide.
VT 007 607 58
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.
VT 007 913 58
Automotive Body Repairman. A Suggested Guide for a Training Course.
VT 007 934 50
Junior High School Curriculum Guide for Industrial Arts.
VT 007 961 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.
VT 008 052 51
Industrial Arts.
VT 008 056 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.
VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.
VT 008 235 43
Homemaking Guide Grades 7-12.
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.
VT 008 252 7
Deer and Turkey Management.
VT 008 253 52
Industrial Arts Syllabus in Transportation.
VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.
VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.
VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.
VT 008 348 62
Technical Cluster III. Electronics Technology. Volume F: Television.
VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.
VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.
VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.

Page

VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.
VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.
VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.
VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.
VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.
VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.
VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.
VT 008 567 45
Program in Human Growth and Development (Sex Education).
VT 008 599 29
Experimental Course of Study in Service Station Merchandising and Management.
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.

VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.

VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

Page

VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.

VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.

VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.

VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

Page

VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

CUSTODIAN TRAINING

VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

DEAF EDUCATION

VT 006 731 16
About Typewriting.

DENTAL ASSISTANTS

VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.

DENTAL TECHNICIANS

VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

SUBJECT AND IDENTIFIER INDEX

Page

DISADVANTAGED GROUPS
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.

DISASTER
VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.

DISEASE CONTROL
VT 008 936 10
Animal Science - Health (Transparency Masters).

DISEASES
VT 008 936 10
Animal Science - Health (Transparency Masters).

DESIGN
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

DESIGN CRAFTS
VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

DESIGNERS
VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

DISTRIBUTIVE EDUCATION
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.
VT 000 124 22
Public Relations for Retail Employees.
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.
VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.
VT 000 152 22
Basic Fashion Training.

Page

VT 000 155 23
School and Business Relationships.
VT 000 156 23
Basic Organization of Distribution.
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).
VT 000 166 23
Retail Credit.
VT 000 167 24
Sales Promotion.
VT 000 170 24
Communications in Distribution.
VT 000 173 24
Food Service Selling, Instructor's Manual.
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 210 25
Modern Supermarket Operation.
VT 000 215 25
Produce--Care, Preparation and Merchandising.
VT 002 617 25
Selection, Placement and Evaluation in Distributive Education.
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.
VT 004 682 26
Teletraining for Business Studies. A Teacher's Guide.
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.
VT 007 697 27
Basic Selling. First-Year Basic Instruction.
VT 007 766 27
Distributive Education Coordinators Guide.
VT 007 851 27
Basic Retail Credit. A Distributive Education Manual.
VT 008 060 27
Accounting, A Programmed Text.
VT 008 069 28
Record Keeping. A Programmed Text.
VT 008 095 28
Unit on Pricing.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 195 28
A Guide for Teaching Merchandising 1-2.
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.
VT 008 484 29
Distributive Education Laboratory Manual.
VT 008 599 29
Experimental Course of Study in Service Station Merchandising and Management.
VT 008 772 30
Reducing Shoplifting Losses.
VT 008 773 30
Preventing Burglary and Robbery Loss.
VT 008 821 30
Producer of Goods (Transparency Masters).
VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

DRAFTSMEN
VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

ECONOMICS
VT 006 222 15
Business Organization.
VT 008 663 7
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.

EDUCATIONAL PRINCIPLES
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.

EDUCATIONAL PROGRAMS
VT 007 664 73
Occupational Education in Illinois Public Junior Colleges.

Page

ELECTRICAL APPLIANCE SERVICEMEN
VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

ELECTRICAL OCCUPATIONS
VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

ELECTRICIANS
VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

ELECTRICITY
VT 007 689 49
Industrial Arts; Electricity-Electronics.
VT 008 251 52
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.
VT 008 256 52
Electricity Project Ideas for Industrial Arts.

ELECTRONIC EQUIPMENT
VT 008 594 35
Electronics for Hospital Patient Care.

ELECTRONIC TECHNICIANS
VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.
VT 003 189 55
Fabrication Processes and Technology for Electronics.
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.

ELECTRONICS
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.
VT 007 689 49
Industrial Arts; Electricity-Electronics.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.
VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.

ELECTRONICS INDUSTRY
VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.
VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.
VT 008 348 62
Technical Cluster III. Electronics Technology. Volume F: Television.

ELEMENTARY GRADES
VT 007 434 73
Books to Give Vocation Information to Grade School Children.

EMERGENCY SQUAD PERSONNEL
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.
VT 008 418 34
Ambulance Attendant Training Manual.

EMPLOYMENT INTERVIEWS
VT 000 155 23
School and Business Relationships.

ENGINEERING TECHNICIANS
VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.

Page

VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.

ENGINEERING TECHNOLOGY
VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.

ENGINES
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.
VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.

ENGLISH
VT 007 487 57
English for Printers.

ENTOMOLOGY
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).

EQUIPMENT MAINTENANCE
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

EQUIPMENT UTILIZATION
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.
VT 008 484 29
Distributive Education Laboratory Manual.
VT 008 594 35
Electronics for Hospital Patient Care.

EVALUATION TECHNIQUES
VT 002 381 38
Home Economics Evaluation Devices in the Senior High School.

EXPERIMENTAL CURRICULUM
VT 005 713 ED 019 523 72
ES '70 Report Number 3.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

EXTENSION EDUCATION
VT 007 415 4
Student Teaching Manual.
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 519 26
A Course in Business English. Manual for the Supervisor.

FACSIMILE COMMUNICATION SYSTEMS
VT 004 682 26
Teletraining for Business Studies. A Teacher's Guide.

FAMILY LIFE EDUCATION
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.
VT 008 393 44
Human Development and the Family.
VT 008 567 45
Program in Human Growth and Development (Sex Education).

FAMILY RELATIONSHIP
VT 008 393 44
Human Development and the Family.

FARM ACCOUNTS
VT 007 647 6
Using the Illinois Farm Record Book.
VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

FARM ADVERTISING INSTRUCTION
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

Page

FARM LABOR
VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

FARM MANAGEMENT
VT 007 647 6
Using the Illinois Farm Record Book.
VT 008 061 6
Source Unit on Farm Machinery Management.
VT 008 663 7
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.

FARM MECHANICS (OCCUPATION)
VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

FARM OCCUPATIONS
VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.
VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

FARM SALESMANSHIP INSTRUCTION
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

FARMERS
VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

FASHIONS
VT 000 152 22
Basic Fashion Training.

FEEDS
VT 008 934 10
Feeds and Feeding (Transparency Masters).

SUBJECT AND IDENTIFIER INDEX

Page

FIELD MOWERS
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

FILMSTRIPS
VT 008 045 6
Pruning Ornamental Shrubs.

FIRE SCIENCE EDUCATION
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 006 484 56
Fire Service Instructor Training.

FIRST AID
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

FLIGHT SUPPORT PERSONNEL
VT 007 961 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.

FOOD PROCESSING OCCUPATIONS
VT 008 615 45
Food for Space Flight.
VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

FOOD SERVICE
VT 001 161 72
A Reference Shelf for a Hotel and Restaurant Library.
VT 006 432 39
Training Yourself for Food Service.

FOOD SERVICE OCCUPATIONS
VT 000 173 24
Food Service Selling, Instructor's Manual.
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.

FOOD SERVICE WORKERS
VT 000 173 24
Food Service Selling, Instructor's Manual.

Page

VT 000 861 54
Suggested Guide. Training Program for Food Service Occupations.
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.
VT 006 432 39
Training Yourself for Food Service.
VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.
VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

FOOD STORES
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 210 25
Modern Supermarket Operation.
VT 000 215 25
Produce--Care, Preparation and Merchandising.

FOODS INSTRUCTION
VT 003 521 38
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.
VT 006 432 39
Training Yourself for Food Service.
VT 007 812 43
Food Science.
VT 008 615 45
Food for Space Flight.

FOUNDATION PROGRAMS
VT 002 125 54
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.

SUBJECT AND IDENTIFIER INDEX

Page

FURNITURE UPHOLSTERERS
VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

FUTURE FARMERS OF AMERICA
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

GENETICS
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).

GOVERNMENT EMPLOYEES
VT 002 739 14
Better Office Skills and Service, Student Manual.

GRAPHIC ARTS
VT 008 072 51
Industrial Arts; Graphic Arts.
VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.
VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.
VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.
VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.
VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.
VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.

GROUNDS KEEPERS
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.

Page

VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

GUIDELINES
VT 002 125 54
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.
VT 002 504 48
Administrative Guidelines for Industrial Education, Grades 7-12.

GUIDES
VT 006 656 72
Guide for MDT Instructors.

HANDICRAFTS
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.

HEALTH EDUCATION
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.

HEALTH OCCUPATIONS EDUCATION
VT 002 138 32
Program in Associate Degree in Applied Science in Nursing.
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.
VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.
VT 007 957 32
Medical Office Assistant.
VT 007 958 33
Medical Office Assistant. Instructor's Guide.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 056 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.
VT 008 234 ED 029 131 33
A Model Program for Dental Assisting Education in California.
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.
VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.
VT 008 594 35
Electronics for Hospital Patient Care.
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.
VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.
VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.
VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.
VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

HEALTH PERSONNEL
VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

Page

HIGH SCHOOL CURRICULUM
VT 001 971 14
Business Law 11 or 12.
VT 005 713 ED 019 523 72
ES '70 Report Number 3.

HIGH SCHOOLS
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.

HOME ECONOMICS EDUCATION
VT 000 842 38
Teaching Home Management.
VT 003 521 38
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.
VT 004 749 39
Teacher's Guide to Financial Education.
VT 004 938 39
Home Economics Resource Units, Occupational Education Classes. Secondary Schools.
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.
VT 007 210 41
Home Economics, Grades 7 and 8, High School 1 and 2.
VT 008 059 43
Modern Textiles.
VT 008 257 44
Money Management Library.
VT 008 311 ED 029 136 44
Consumer Education: A Guide for Home Economics Teachers.
VT 008 393 44
Human Development and the Family.
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.
VT 008 615 45
Food for Space Flight.
VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.
VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

HOME ECONOMICS TEACHERS
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.

HOME FURNISHINGS
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.

HOME MANAGEMENT
VT 000 842 38
Teaching Home Management.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

HOMEMAKING EDUCATION
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.
VT 002 381 38
Home Economics Evaluation Devices in the Senior High School.
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 007 527 42
A Course in Housing and Home Equipment. Manual for the Supervisor.
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.

Page

VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.
VT 008 235 43
Homemaking Guide Grades 7-12.
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.

HOMEMAKING SKILLS
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.
VT 002 381 38
Home Economics Evaluation Devices in the Senior High School.

HOTELS
VT 001 161 72
A Reference Shelf for a Hotel and Restaurant Library.

HOUSEWIVES
VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 529 43
A Course in Personal and Social Relationships. Manual for the Supervisor.

HUMAN RELATIONS
VT 005 917 14
Secretaries on the Spot.
VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.

HYDRAULICS
VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

ILLINOIS FARM RECORD BOOK
VT 007 647 6
Using the Illinois Farm Record Book.

INDIAN HEALTH SERVICE
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.

SUBJECT AND IDENTIFIER INDEX

Page

INDIANS
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.

INDIVIDUAL DEVELOPMENT
VT 008 393 44
Human Development and the Family.

INDIVIDUAL INSTRUCTION
VT 006 189 15
Bookkeeping, Cycle I.

INDIVIDUALIZED PROGRAMS
VT 005 713 ED 019 523 72
ES '70 Report Number 3.

INDUSTRIAL ARTS
VT 000 898 48
Industrial Arts Curriculum Guide for Seventh and Eighth Grades.
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.
VT 006 247 48
Industrial Arts Curriculum Guide for Metals.
VT 006 452 49
Industrial Arts Grades 7-8. (Tentative).
VT 006 661 49
An Instructional Guide for Industrial Woodworking.
VT 007 334 49
Fabrication Techniques for Turbine Components.
VT 007 464 49
Industrial Arts Enrichment Experiences in the Elementary School. Grades Five and Six.
VT 007 689 49
Industrial Arts; Electricity-Electronics.
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.
VT 007 934 50
Junior High School Curriculum Guide for Industrial Arts.
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

Page

VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.
VT 008 041 51
Industrial Arts Education Curriculum Guide.
VT 008 052 51
Industrial Arts.
VT 008 071 51
Industrial Arts; Safety Guide.
VT 008 072 51
Industrial Arts; Graphic Arts.
VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.
VT 008 219 52
County Course of Study; Industrial Arts.
VT 008 251 52
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.
VT 008 253 52
Industrial Arts Syllabus in Transportation.
VT 008 255 52
Industrial Arts Education.
VT 008 256 52
Electricity Project Ideas for Industrial Arts.

INDUSTRIAL EDUCATION
VT 002 504 48
Administrative Guidelines for Industrial Education, Grades 7-12.

INFORMATION DISSEMINATION
VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.

INSERVICE EDUCATION
VT 006 656 72
Guide for MDT Instructors.

INSERVICE TEACHER EDUCATION
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 006 484 56
Fire Service Instructor Training.

SUBJECT AND IDENTIFIER INDEX

Page

INSTRUCTIONAL AIDS
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.
VT 008 942 18
Letter Styles (Transparency Masters).

INSTRUCTIONAL FILMS
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.

INSTRUCTIONAL MATERIALS
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.
VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.
VT 007 522 42
A Course in General Homemaking. Material for the Student.
VT 007 526 42
A Course in Housing and Home Equipment. Material for the Student.
VT 009 404 ED (See Jan '70 RIE) 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.
VT 009 405 ED (See Jan '70 RIE) 74
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

INTEGRATED CURRICULUM
VT 005 713 ED 019 523 72
ES '70 Report Number 3.
VT 008 567 45
Program in Human Growth and Development (Sex Education).

INVESTIGATIONS
VT 007 768 58
Criminal Investigation.

JANITORS
VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.

Page

VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

JOB ANALYSIS
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.

JOB APPLICATION
VT 000 155 23
School and Business Relationships.
VT 003 796 72
Preparation for Employment.

JOB SKILLS
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.

JUNIOR COLLEGES
VT 002 125 54
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.
VT 007 664 73
Occupational Education in Illinois Public Junior Colleges.

JUNIOR HIGH SCHOOLS
VT 000 898 48
Industrial Arts Curriculum Guide for Seventh and Eighth Grades.

LABORATORY PROCEDURES
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.

SUBJECT AND IDENTIFIER INDEX

Page

LANDSCAPING
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.

LAW ENFORCEMENT
VT 007 768 58
Criminal Investigation.

LEADERS GUIDES
VT 007 540 57
Safety. A Good Sign for '69.

LEADERSHIP TRAINING
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

LEATHER
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.

LIVESTOCK
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).

MACHINE TOOL OPERATORS
VT 007 484 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.
VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

MACHINE TOOLS
VT 007 484 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.

MACHINISTS
VT 008 651 66
Handbook on First Year Apprenticeship Training in Engineering.

Page

MAIDS
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).
VT 006 701 40
Homemaker-Home Health Aides; Training Manual.
VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

MAINTENANCE
VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.

MANAGEMENT
VT 006 222 15
Business Organization.

MANAGEMENT EDUCATION
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.
VT 008 584 66
Training Recommendations: Managers and Supervisors.

MANPOWER DEVELOPMENT AND TRAINING ACT PROGRAMS
VT 007 913 58
Automotive Body Repairman. A Suggested Guide for a Training Course.
VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.
VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.
VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.
VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

Page

VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

VT 009 035 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farm Machinery Operators and Dairy Equipment Operators.

VT 009 036 35
Training Plan Outlines for Manpower Development and Training Act Courses for Nursery School Aides.

VT 009 050 46
Training Plan Outlines for Manpower Development and Training Act Courses for Waitresses and Waiters, Food Service Workers, Dishwashers, and Busboys.

VT 009 051 11
Training Plan Outlines for Manpower Development and Training Act Courses for General Farmhands, Sugar Cane Farmhands, Dairy Farmhands, and Poultry Farmhands.

VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.

VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.

VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

VT 009 229 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeepers and Accounting Clerks.

VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.

VT 009 252 11
Training Plan Outlines for Manpower Development and Training Act Courses for Farmers, Dairy Farmers, Truck Farmers, and Tobacco Farmers.

VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

Page

VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

MANPOWER DEVELOPMENT TRAINING
VT 006 656 72
Guide for MDT Instructors.

MANUALS
VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.

VT 006 656 72
Guide for MDT Instructors.

VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.

VT 007 336 4
Student Teaching Manual for Vocational Agriculture.

VT 007 351 4
Student Teaching Manual.

VT 007 415 4
Student Teaching Manual.

VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.

VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.

VT 007 596 5
Manual for Student Teachers in Agricultural Education.

SUBJECT AND IDENTIFIER INDEX

Page

VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.
VT 008 045 6
Pruning Ornamental Shrubs.
VT 008 418 34
Ambulance Attendant Training Manual.

MANUFACTURING
VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.
VT 008 052 51
Industrial Arts.

MANUFACTURING INDUSTRY
VT 008 584 66
Training Recommendations: Managers and Supervisors.

MANUFACTURING OCCUPATIONS
VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairmen.
VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

MARATHON COUNTY TECHNICAL INSTITUTE
VT 004 773 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.

MARKETING
VT 000 156 23
Basic Organization of Distribution.
VT 008 069 28
Record Keeping. A Programmed Text.
VT 008 821 30
Producer of Goods (Transparency Masters).

Page

MATERIAL DEVELOPMENT
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.

MATHEMATICS
VT 008 271 59
Teaching Machine Programmed Instructional Material.

MEAT CUTTER
VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.

MEDICAL ASSISTANTS
VT 007 957 32
Medical Office Assistant.
VT 007 958 33
Medical Office Assistant. Instructor's Guide.

MEDICAL SECRETARIES
VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.

MEDICAL TREATMENT
VT 008 293 33
Immediate Care of the Sick and Injured; A Course Guide.

MERCHANDISING
VT 000 167 24
Sales Promotion.
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 210 25
Modern Supermarket Operation.
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.
VT 008 195 28
A Guide for Teaching Merchandising 1-2.
VT 008 599 29
Experimental Course of Study in Service Station Merchandising and Management.

METALS
VT 006 247 48
Industrial Arts Curriculum Guide for Metals.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.
VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.

MONEY MANAGEMENT
VT 004 749 39
Teacher's Guide to Financial Education.
VT 008 257 44
Money Management Library.

NATIONAL COMPETENCY TESTS
VT 008 057 16
Manual for USES Clerical Skills Tests.

NURSERY WORKERS (HORTICULTURE)
VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

NURSES
VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

NURSES AIDES
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.
VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.
VT 009 267 36
Training Plan Outlines for Manpower Development and Training Act Courses for Nurse Aides and Nurse Aide Orderlies.

NURSING
VT 002 138 32
Program in Associate Degree in Applied Science in Nursing.
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.

Page

NURSING HOMES
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.

NUTRITION
VT 008 615 45
Food for Space Flight.
VT 008 934 10
Feeds and Feeding (Transparency Masters).

NUTRITION EDUCATION
VT 003 521 38
Tentative Homemaking Guide, Section VIII, Family Foods, Junior and Senior High Schools.

OCCUPATIONAL CLUSTERS
VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.
VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.
VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.
VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.
VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.
VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.
VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.
VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.
VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.
VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.
VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

OCCUPATIONAL GUIDANCE
VT 005 966 72
Your Vocational Future. Workbook.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

Page

OCCUPATIONAL HOME ECONOMICS
VT 000 404 38
Clothing Service Training, A Basic Guide.
VT 000 861 54
Suggested Guide. Training Program for Food Service Occupations.
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.
VT 006 432 39
Training Yourself for Food Service.
VT 006 464 40
Suggested Basic Orientation for Homemakers and Home Health Aides. (Guide for Instructors).
VT 006 701 40
Homemaker-Home Health Aides; Training Manual.
VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.
VT 007 119 40
Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.
VT 007 749 43
Resource Materials for Our World of Work, Child Development and Guidance, and Health and Home Nursing.
VT 007 812 43
Food Science.
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.
VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 227 46
Training Plan Outlines for Manpower Development and Training Act Courses for Professional Homemakers, Household Cleaning Specialists, Household Ironing Specialists, Housekeepers, Home Health Aides, Maids, and Ward Maids.
VT 009 292 46
Training Plan Outlines for Manpower Development and Training Act Courses for Assistant Cooks, Short Order Cooks, Hotel and Restaurant Cooks, Cooks, Kitchen Chefs, Pantrymen, and Kitchen Workers.

OCCUPATIONAL INFORMATION
VT 005 966 72
Your Vocational Future. Workbook.
VT 006 222 15
Business Organization.
VT 007 329 4
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.
VT 007 434 73
Books to Give Vocation Information to Grade School Children.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?
VT 008 943 18
Joined Word Beginnings (Transparency Masters).

OFF FARM AGRICULTURAL OCCUPATIONS
VT 001 009 3
Education for Agricultural Occupations. A Guide to High School Course Planning.
VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

OFFICE MACHINE OPERATORS
VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.

Page

OFFICE MACHINES
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).

OFFICE OCCUPATIONS
VT 001 348 14
Office Procedures: A Teacher's Manual.
VT 005 440 14
Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.
VT 006 190 15
Organizing the Office Practice Course.
VT 006 397 15
Business Education in the Secondary School.
VT 006 731 16
About Typewriting.
VT 007 193 16
Office Practice. Curriculum Guide.
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 009 053 19
Training Plan Outlines for Manpower Development and Training Act Courses for Medical Secretaries and Medical Transcribers.
VT 009 250 19
Training Plan Outlines for Manpower Development and Training Act Courses for Bookkeeping Machine Operators, Key Punch Operators, Verifier Operators, Transcribing Machine Operators, and Office Machine Repairmen.
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

OFFICE OCCUPATIONS EDUCATION
VT 006 189 15
Bookkeeping, Cycle I.

SUBJECT AND IDENTIFIER INDEX

Page

VT 006 397 15
Business Education in the Secondary School.
VT 007 193 16
Office Practice. Curriculum Guide.
VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 008 941 18
Punctuation Rules (Transparency Masters).
VT 008 942 18
Letter Styles (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).
VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.
VT 009 258 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry General Office Clerks, General Office Clerks (Refresher), and General Office Clerks.

OFFICE PRACTICE
VT 001 348 14
Office Procedures: A Teacher's Manual.
VT 002 739 14
Better Office Skills and Service, Student Manual.
VT 006 190 15
Organizing the Office Practice Course.
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.

ORIENTATION MATERIALS
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.

Page

VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.
VT 008 821 30
Producer of Goods (Transparency Masters).

ORNAMENTAL HORTICULTURE
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.
VT 008 045 6
Pruning Ornamental Shrubs.
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.

ORNAMENTAL HORTICULTURE OCCUPATION
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.
VT 008 045 6
Pruning Ornamental Shrubs.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 009 272 11
Training Plan Outlines for Manpower Development and Training Act Courses for Landscape Gardeners, Nurserymen II, Groundskeepers, Floral Designers, Greenhouse Florists, Arborists, and Forestry Aides.

OVERHEAD PROJECTORS
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.

PAINTERS
VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.

PARASITOLOGY
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).

SUBJECT AND IDENTIFIER INDEX

Page

PARLIAMENTARY LAW
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

PLASTICS
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.

PLUMBERS
VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.

POLICE
VT 007 768 58
Criminal Investigation.

POST SECONDARY EDUCATION
VT 000 432 54
Electronic Technology, A Suggested Two-Year Post-High School Program.

POULTRY
VT 008 958 10
Breeding Livestock (Transparency Masters).

POWER MECHANICS
VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.

PRACTICAL MATHEMATICS
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.

PRACTICAL NURSES
VT 009 090 35
Training Plan Outlines for Manpower Development and Training Act Courses for Licensed Practical Nurses, Nurses, and Special Nurses.

PRACTICAL NURSING
VT 008 376 34
Curriculum Guide of the Advanced Practical Nurse.
VT 008 763 35
Indian Health Home Nursing Course; Instructor's Guide.

Page

PRESERVICE EDUCATION
VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.
VT 007 596 5
Manual for Student Teachers in Agricultural Education.
VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.

PREVOCATIONAL EDUCATION
VT 007 434 73
Books to Give Vocation Information to Grade School Children.

PRINTERS
VT 007 487 57
English for Printers.

PRINTING
VT 007 487 57
English for Printers.

PRODUCE (FOOD PRODUCTS)
VT 000 215 25
Produce--Care, Preparation and Merchandising.

PRODUCTION TECHNIQUES
VT 007 334 49
Fabrication Techniques for Turbine Components.

PRODUCTION TECHNOLOGY
VT 008 052 51
Industrial Arts.

PROFESSIONAL EDUCATION
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.

PROGRAM ADMINISTRATION
VT 002 617 25
Selection, Placement, and Evaluation in Distributive Education.
VT 007 766 27
Distributive Education Coordinators Guide.

PROGRAM COORDINATION
VT 007 766 27
Distributive Education Coordinators Guide.

SUBJECT AND IDENTIFIER INDEX

Page

PROGRAM DESCRIPTIONS
VT 002 138 32
Program in Associate Degree in Applied Science in Nursing.
VT 006 720 15
Secretarial Training Program Report.
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.
VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.

PROGRAM DEVELOPMENT
VT 005 713 ED 019 523 72
ES '70 Report Number 3.
VT 007 766 27
Distributive Education Coordinators Guide.
VT 008 219 52
County Course of Study; Industrial Arts.

PROGRAM GUIDES
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.
VT 006 127 32
Guide for Suggested Course in Austere Medical Care for Disaster.
VT 006 190 15
Organizing the Office Practice Course.
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 007 766 27
Distributive Education Coordinators Guide.
VT 008 071 51
Industrial Arts; Safety Guide.
VT 008 219 52
County Course of Study; Industrial Arts.
VT 008 333 ED 029 138 34
Pre-Service Education for Nurses' Aides.
VT 008 484 29
Distributive Education Laboratory Manual.

Page

VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.
VT 008 584 66
Training Recommendations: Managers and Supervisors.
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.

PROGRAM IMPROVEMENT
VT 002 617 25
Selection, Placement, and Evaluation in Distributive Education.

PROGRAM PLANNING
VT 003 608 26
Arizona Distributive Education Adult Programs Handbook.
VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.

PROGRAMED INSTRUCTION
VT 008 059 43
Modern Textiles.

PROGRAMED MATERIALS
VT 008 271 59
Teaching Machine Programmed Instructional Material.

PROGRAMED TEXTS
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.
VT 008 059 43
Modern Textiles.
VT 008 060 27
Accounting, A Programmed Text.
VT 008 069 28
Record Keeping. A Programmed Text.
VT 008 095 28
Unit on Pricing.

PROGRAMED UNITS
VT 008 616 35
Blood Pressure Measurement. A Programed Notebook for Nurses.

PROJECT TRAINING METHODS
VT 008 484 29
Distributive Education Laboratory Manual.

SUBJECT AND IDENTIFIER INDEX

Page

PRUNING
VT 008 045 6
Pruning Ornamental Shrubs.

PUBLIC RELATIONS
VT 000 124 22
Public Relations for Retail Employees.
VT 000 167 24
Sales Promotion.
VT 008 706 17
Suggestions for Developing a Promotion Handbook for Business and Distributive Education.

PUBLIC SCHOOL ADULT EDUCATION
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.

PUBLICATIONS
VT 007 434 73
Books to Give Vocation Information to Grade School Children.

PUNCTUATION
VT 008 941 18
Punctuation Rules (Transparency Masters).

PURCHASING
VT 008 572 45
Consumer's Buying Guide. How to Get Your Money's Worth.

RADIOLOGIC TECHNOLOGISTS
VT 007 337 32
Visual Aids for Teaching X-Ray Technology.
VT 008 056 33
Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.

RADIOLOGIC TECHNOLOGY
VT 005 840 32
Teaching Aids for Schools of Radiologic Technology.

READING
VT 008 271 59
Teaching Machine Programmed Instructional Material.

RECORDKEEPING
VT 008 069 28
Record Keeping. A Programmed Text.

Page

VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

RECORDS (FORMS)
VT 002 617 25
Selection, Placement, and Evaluation in Distributive Education.
VT 007 647 6
Using the Illinois Farm Record Book.
VT 008 984 11
Statistics-Census (Transparency Masters).

REFERENCE MATERIALS
VT 001 161 72
A Reference Shelf for a Hotel and Restaurant Library.
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.

REFRIGERATION
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.

REFRIGERATION MECHANICS
VT 007 607 58
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.

RELIEF PRINTING
VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.

RESOURCE MATERIALS
VT 001 535 38
Concepts and Directions. A Series of Basic Bulletins in Home Economics Education.
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.

SUBJECT AND IDENTIFIER INDEX

Page

VT 007 117 40
Ideas for Teachers of Home Economics Occupational Training Programs.
VT 007 334 49
Fabrication Techniques for Turbine Components.
VT 008 057 16
Manual for USES Clerical Skills Tests.
VT 008 256 52
Electricity Project Ideas for Industrial Arts.
VT 008 772 30
Reducing Shoplifting Losses.
VT 008 773 30
Preventing Burglary and Robbery Loss.

RESOURCE UNITS
VT 000 057 2
Basic Principles of Animal Science.
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 210 25
Modern Supermarket Operation.
VT 000 215 25
Produce--Care, Preparation and Merchandising.
VT 008 061 6
Source Unit on Farm Machinery Management.

RETAIL DISPLAYS
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.

RETAILING
VT 000 124 22
Public Relations for Retail Employees.
VT 000 209 25
Stocking, Marking, and Displaying for Food Stores.
VT 000 215 25
Produce--Care, Preparation and Merchandising.
VT 007 851 27
Basic Retail Credit. A Distributive Education Manual.
VT 008 095 28
Unit on Pricing.
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.
VT 008 772 30
Reducing Shoplifting Losses.

Page

VT 008 773 30
Preventing Burglary and Robbery Loss.

SAFETY
VT 001 678 54
Safety Policy Manual for the Technical Schools of Hawaii.
VT 007 540 57
Safety. A Good Sign for '69.

SAFETY EDUCATION
VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.
VT 007 540 57
Safety. A Good Sign for '69.
VT 008 622 73
Safety Practices and Procedures in School Shops.

SALES OCCUPATIONS
VT 007 697 27
Basic Selling. First-Year Basic Instruction.
VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

SALES WORKERS
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).
VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

SALESMANSHIP
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.
VT 000 152 22
Basic Fashion Training.
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).
VT 007 697 27
Basic Selling. First-Year Basic Instruction.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 270 30
Training Plan Outlines for Manpower Development and Training Act Courses for General Salespersons, Women's Garments Salespersons, Drug Sundries Clerks, and Grocery Checkers.

SANITATION
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.

SCHOOL SAFETY
VT 008 071 51
Industrial Arts; Safety Guide.
VT 008 622 73
Safety Practices and Procedures in School Shops.

SCHOOL SHOPS
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.
VT 007 484 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.
VT 008 071 51
Industrial Arts; Safety Guide.
VT 008 622 73
Safety Practices and Procedures in School Shops.

SCIENCE ACTIVITIES
VT 007 812 43
Food Science.

SCIENCE EXPERIMENTS
VT 007 812 43
Food Science.
VT 008 615 45
Food for Space Flight.

SEAMSTRESSES
VT 000 404 38
Clothing Service Training, A Basic Guide.
VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

Page

SECONDARY SCHOOL MATHEMATICS
VT 008 453 28
Basic Math of Distribution. First-Year Basic Instruction.

SECRETARIES
VT 005 917 14
Secretaries on the Spot.
VT 006 720 15
Secretarial Training Program Report.
VT 008 482 17
Human Relations for Secretaries. Adult Course Outline.
VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 941 18
Punctuation Rules (Transparency Masters).
VT 008 942 18
Letter Styles (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).
VT 009 251 19
Training Plan Outlines for Manpower Development and Training Act Courses for Executive Bilingual Secretaries and Clerical Secretaries.

SEMI CONDUCTORS
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.

SERVICE OCCUPATIONS
VT 002 125 54
Minutes and Preliminary Findings of a Meeting Called at the Suggestion of and With the Support of the Statler Foundation.
VT C06 701 40
Homemaker-Home Health Aides; Training Manual.
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.

SUBJECT AND IDENTIFIER INDEX

Page

SERVICE STATION ATTENDANT
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.
VT 008 599 29
Experimental Course of Study in Service Station Merchandising and Management.

SEX EDUCATION
VT 008 567 45
Program in Human Growth and Development (Sex Education).

SHEET METAL WORK
VT 003 189 55
Fabrication Processes and Technology for Electronics.

SHEET METAL WORKERS
VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

SHILOH JUNIOR HIGH SCHOOL
VT 008 004 50
A Study of Manufacturing Industries. An Experimental Course at the Junior High School Level Combining Students of Grades Seven, Eight, and Nine.

SHOES
VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

SHOPLIFTING
VT 008 772 30
Reducing Shoplifting Losses.

SKILL DEVELOPMENT
VT 002 739 14
Better Office Skills and Service, Student Manual.

SLOW LEARNERS
VT 001 971 14
Business Law 11 or 12.
VT 004 938 39
Home Economics Resource Units, Occupational Education Classes. Secondary Schools.

Page

VT 006 731 16
About Typewriting.

SOIL SCIENCE
VT 000 058 2
Basic Principles in Soil Sciences.

STATE CURRICULUM GUIDES
VT 000 155 23
School and Business Relationships.
VT 000 156 23
Basic Organization of Distribution.
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).
VT 000 166 23
Retail Credit.
VT 000 167 24
Sales Promotion.
VT 000 170 24
Communications in Distribution.
VT 000 173 24
Food Service Selling, Instructor's Manual.
VT 006 244 48
Industrial Arts Curriculum Guide for Industrial Crafts in Ohio Schools.
VT 007 689 49
Industrial Arts; Electricity-Electronics.
VT 008 041 51
Industrial Arts Education Curriculum Guide.
VT 008 072 51
Industrial Arts; Graphic Arts.
VT 008 156 51
Industrial Arts; Power Mechanics and Small Engines.
VT 008 255 52
Industrial Arts Education.
VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.

STATE PROGRAMS
VT 008 790 45
Planning the Adult Homemaking Program in South Carolina.

STATE STANDARDS
VT 008 704 45
Program Descriptions for Vocational Home Economics: Homemaking; Job Training.
VT 008 779 73
Adult Offerings Under Minimum Foundation Program Support, Vocational, Technical, and Adult Education.

SUBJECT AND IDENTIFIER INDEX

Page

STATE SURVEYS
VT 007 664 73
Occupational Education in Illinois Public Junior Colleges.

STATISTICAL DATA
VT 008 984 11
Statistics-Census (Transparency Masters).

STEALING
VT 008 772 30
Reducing Shoplifting Losses.
VT 008 773 30
Preventing Burglary and Robbery Loss.

STEEL INDUSTRY
VT 004 684 48
Reference and Audio-Visual Materials on Iron and Steel. A Teacher's Guide.

STENOGRAPHERS
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 009 091 19
Training Plan Outlines for Manpower Development and Training Act Courses for Entry Stenographers, Stenographers (Refresher), and Clerk Stenographers.

STENOGRAPHY
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).

STOCKKEEPING
VT 007 690 27
A Programmed Unit in Basic Stockkeeping.

Page

STUDENT EMPLOYMENT
VT 003 796 72
Preparation for Employment.

STUDENT EVALUATION
VT 002 381 38
Home Economics Evaluation Devices in the Senior High School.
VT 007 523 42
A Course in General Homemaking. Manual for the Supervisor.

STUDENT ORGANIZATIONS
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

STUDENT PROJECTS
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.
VT 007 584 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.
VT 008 256 52
Electricity Project Ideas for Industrial Arts.

STUDENT TEACHERS
VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.
VT 007 336 4
Student Teaching Manual for Vocational Agriculture.
VT 007 351 4
Student Teaching Manual.
VT 007 415 4
Student Teaching Manual.
VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.

SUBJECT AND IDENTIFIER INDEX

Page

STUDENT TEACHING
VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.
VT 007 336 4
Student Teaching Manual for Vocational Agriculture.
VT 007 351 4
Student Teaching Manual.
VT 007 415 4
Student Teaching Manual.
VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.
VT 007 596 5
Manual for Student Teachers in Agricultural Education.
VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.

STUDY GUIDES
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.
VT 002 739 14
Better Office Skills and Service, Student Manual.
VT 003 189 55
Fabrication Processes and Technology for Electronics.
VT 003 796 72
Preparation for Employment.
VT 005 966 72
Your Vocational Future. Workbook.
VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.
VT 007 485 57
Machine Shop Group Instruction. A Course of Study.
VT 007 518 26
A Course in Business English. Material for the Student.
VT 007 522 42
A Course in General Homemaking. Material for the Student.

Page

VT 007 528 42
A Course in Personal and Social Relationships. Material for the Student.
VT 007 851 27
Basic Retail Credit. A Distributive Education Manual.
VT 008 251 52
Suggested Related Information for the Electricity Area. Industrial Arts Comprehensive General Shop Course.
VT 008 321 34
How to Be a Nurse's Aide in a Nursing Home.
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.
VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.
VT 008 622 73
Safety Practices and Procedures in School Shops.
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?

SUMMER PROGRAMS
VT 007 601 5
Guide for Summer Experience for Student Teachers in Agricultural Education.

SUPERVISORY TRAINING
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.
VT 005 558 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.
VT 008 478 29
Handbook for Supervisors of the Disadvantaged. Teacher's Guide.
VT 008 479 29
Handbook for Supervisors of the Disadvantaged.

SUBJECT AND IDENTIFIER INDEX

Page

SUPPLEMENTARY TEXTBOOKS
VT 002 763 55
School Food Service Sanitation, A Manual for School Food Service Employees.
VT 005 579 56
Handbook for School Bus Drivers.
VT 005 917 14
Secretaries on the Spot.
VT 006 731 16
About Typewriting.
VT 007 647 6
Using the Illinois Farm Record Book.
VT 007 779 50
Beginning Leathercraft Projects for the Industrial Arts.
VT 007 780 50
Intermediate Leathercraft Projects for the Industrial Arts.
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.
VT 008 418 34
Ambulance Attendant Training Manual.

SURGICAL TECHNICIANS
VT 009 228 36
Training Plan Outlines for Manpower Development and Training Act Courses for Dental Laboratory Technicians, Medical Laboratory Assistants, Surgical Technicians, and Radiotherapists.

SWINE
VT 008 766 8
Swine (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).

TEACHER EDUCATION
VT 000 820 2
Student Teaching in Agricultural Education; A Guide for Student Teachers.
VT 006 656 72
Guide for MDT Instructors.
VT 007 123 41
Questions and Answers on Overhead Projection in Home Economics.
VT 007 176 16
How to Teach Business Subjects.
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.

Page

VT 007 336 4
Student Teaching Manual for Vocational Agriculture.
VT 007 351 4
Student Teaching Manual.
VT 007 596 5
Manual for Student Teachers in Agricultural Education.

TEACHER ORIENTATION
VT 007 559 5
A Handbook for Student Teachers and Supervising Teachers in Agriculture Occupations.

TEACHING GUIDES
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.
VT 000 123 22
Techniques of Job Analysis for Executives and Supervisory Personnel in Distributive Occupations, Leader's Manual.
VT 000 124 22
Public Relations for Retail Employees.
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.
VT 000 150 22
Suggested Lesson Plans in Safety Education for Students of Distributive Education.
VT 000 152 22
Basic Fashion Training.
VT 000 155 23
School and Business Relationships.
VT 000 156 23
Basic Organization of Distribution.
VT 000 163 23
Advanced Selling (Including Second-Year Orientation).
VT 000 166 23
Retail Credit.
VT 000 167 24
Sales Promotion.
VT 000 170 24
Communications in Distribution.
VT 000 173 24
Food Service Selling, Instructor's Manual.
VT 000 210 25
Modern Supermarket Operation.
VT 001 348 14
Office Procedures: A Teacher's Manual.

SUBJECT AND IDENTIFIER INDEX

Page

VT 001 678 54
  Safety Policy Manual for the Technical Schools of Hawaii.
VT 001 971 14
  Business Law 11 or 12.
VT 004 192 55
  Basic Pre-Service Course for Trade and Technical Education Teachers.
VT 004 682 26
  Teletraining for Business Studies. A Teacher's Guide.
VT 004 749 39
  Teacher's Guide to Financial Education.
VT 005 440 14
  Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.
VT 006 222 15
  Business Organization.
VT 006 502 3
  Crops, Soils, and Fertilizers Resource Manual.
VT 007 119 40
  Understanding Children Under Six; A Guide for Teachers. Up-Grading Program for Child Day-Care Center Personnel, Unit I.
VT 007 120 41
  Creative Activities for Children in Centers, Tentative Outline and Bibliography. Up-Grading Program for Child Day-Care Center Personnel, Unit III.
VT 007 121 41
  Planning a Daily Program for Children in Centers; A Teaching Guide. Up-Grading Program for Child Day-Care Center Personnel, Unit II.
VT 007 176 16
  How to Teach Business Subjects.
VT 007 329 4
  A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.
VT 007 484 56
  Machine Shop Group Instruction. Instructor's Guide.
VT 007 519 26
  A Course in Business English. Manual for the Supervisor.
VT 007 529 43
  A Course in Personal and Social Relationships. Manual for the Supervisor.
VT 007 607 58
  Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.

Page

VT 007 697 27
  Basic Selling. First-Year Basic Instruction.
VT 007 698 6
  Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.
VT 008 056 33
  Curriculum and Teacher's Syllabus for Schools of Radiologic Technology.
VT 008 195 28
  A Guide for Teaching Merchandising 1-2.
VT 008 293 33
  Immediate Care of the Sick and Injured; A Course Guide.
VT 008 393 44
  Human Development and the Family.
VT 008 453 28
  Basic Math of Distribution. First-Year Basic Instruction.
VT 008 478 29
  Handbook for Supervisors of the Disadvantaged. Teacher's Guide.
VT 008 482 17
  Human Relations for Secretaries. Adult Course Outline.
VT 008 651 66
  Handbook on First Year Apprenticeship Training in Engineering.
VT 008 663 7
  A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.
VT 008 763 35
  Indian Health Home Nursing Course; Instructor's Guide.
VT 008 783 9
  Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.

TEACHING METHODS
VT 004 192 55
  Basic Pre-Service Course for Trade and Technical Education Teachers.
VT 006 484 56
  Fire Service Instructor Training.

TEACHING TECHNIQUES
VT 000 842 38
  Teaching Home Management.

SUBJECT AND IDENTIFIER INDEX

Page

TECHNICAL EDUCATION
VT 000 432 — 54
Electronic Technology, A Suggested Two-Year Post-High School Program.
VT 004 773 — 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.
VT 007 961 — 59
New Opportunities in Aviation; A Challenge for Vocational-Technical Education.
VT 008 334 — 59
Engineering Technology: A Post-Secondary Curriculum Guide.
VT 009 404 ED (See Jan '70 RIE) — 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.
VT 009 405 ED (See Jan '70 RIE) — 74
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

TELEVISION
VT 008 348 — 62
Technical Cluster III. Electronics Technology. Volume F: Television.

TELEVISION REPAIRMEN
VT 008 348 — 62
Technical Cluster III. Electronics Technology. Volume F: Television.

TESTS
VT 002 381 — 38
Home Economics Evaluation Devices in the Senior High School.
VT 007 523 — 42
A Course in General Homemaking. Manual for the Supervisor.

TEXTBOOKS
VT 005 558 — 39
A Guide to Nutrition and Food Service for Nursing Homes and Homes for the Aged.
VT 005 840 — 32
Teaching Aids for Schools of Radiologic Technology.
VT 006 484 — 56
Fire Service Instructor Training.
VT 007 487 — 57
English for Printers.

Page

VT 007 584 — 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).
VT 007 768 — 58
Criminal Investigation.
VT 007 812 — 43
Food Science.
VT 007 957 — 32
Medical Office Assistant.

TEXTILES
VT 009 030 — 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

TEXTILES INSTRUCTION
VT 008 059 — 43
Modern Textiles.

TRADE AND INDUSTRIAL EDUCATION
VT 001 284 — 54
Welding.
VT 001 678 — 54
Safety Policy Manual for the Technical Schools of Hawaii.
VT 003 189 — 55
Fabrication Processes and Technology for Electronics.
VT 004 192 — 55
Basic Pre-Service Course for Trade and Technical Education Teachers.
VT 004 264 — 55
Cosmetology, Suggested Course Outline.
VT 004 773 — 56
Industrial-Service Engineering Technology, Electronics Major, Evaluation Monograph.
VT 005 579 — 56
Handbook for School Bus Drivers.
VT 006 480 — 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 006 661 — 49
An Instructional Guide for Industrial Woodworking.
VT 007 484 — 56
Machine Shop Group Instruction. Instructor's Guide.
VT 007 485 — 57
Machine Shop Group Instruction. A Course of Study.

SUBJECT AND IDENTIFIER INDEX

Page

VT 007 487 57
English for Printers.
VT 007 507 57
Automotive Service Station Attendant (Driveway Salesman). A Suggested Training Guide.
VT 007 540 57
Safety. A Good Sign for '69.
VT 007 584 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).
VT 007 607 58
Air-Conditioning Heating and Refrigeration. A Suggested Secondary School Course Guide.
VT 007 768 58
Criminal Investigation.
VT 007 913 58
Automotive Body Repairman. A Suggested Guide for a Training Course.
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.
VT 008 271 59
Teaching Machine Programmed Instructional Material.
VT 008 334 59
Engineering Technology: A Post-Secondary Curriculum Guide.
VT 008 337 59
Technical Cluster IV. Technical Services. Volume A: Building Maintenance and Sanitation Services.
VT 008 338 60
Technical Cluster IV. Technical Services. Volume B: Landscape Services.
VT 008 339 60
Technical Cluster IV. Technical Services. Volume C: Automotive Services I.
VT 008 340 60
Technical Cluster IV. Technical Services. Volume D: Automotive Services II.
VT 008 341 60
Technical Cluster IV. Technical Services. Volume E: Air Conditioning and Refrigeration Services I.
VT 008 342 61
Technical Cluster IV. Technical Services. Volume F: Air Conditioning and Refrigeration Services II.
VT 008 343 61
Technical Cluster III. Electronics Technology. Volume A: D.C. Electrical Applications.

Page

VT 008 344 61
Technical Cluster III. Electronics Technology. Volume B: A.C. Electrical Applications.
VT 008 345 61
Technical Cluster III. Electronics Technology. Volume C: Basic Electronics and Communications.
VT 008 346 61
Technical Cluster III. Electronics Technology. Volume D: Special Communication Circuits.
VT 008 347 62
Technical Cluster III. Electronics Technology. Volume E: Semi-Conductors.
VT 008 348 62
Technical Cluster III. Electronics Technology. Volume F: Television.
VT 008 349 62
Technical Cluster II. Graphic Arts. Volume A: Orientation to Graphic Arts.
VT 008 350 62
Technical Cluster II. Graphic Arts. Volume B: Screen Process, Intaglio, Papermaking.
VT 008 351 63
Technical Cluster II. Graphic Arts. Volume C: Relief Printing.
VT 008 352 63
Technical Cluster II. Graphic Arts. Volume D: Bookbinding, Packaging and Finishing.
VT 008 353 63
Technical Cluster II. Graphic Arts. Volume E: Offset Lithography and Photography I.
VT 008 354 63
Technical Cluster I. Aerospace Technology. Volume A: Orientation to the Aerospace Industry.
VT 008 355 64
Technical Cluster I. Aerospace Technology. Volume B: Power Technology.
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.
VT 008 357 64
Technical Cluster I. Aerospace Technology. Volume D: Electronics in Aerospace.
VT 008 358 64
Technical Cluster I. Aerospace Technology. Volume E: Metal Technology I.

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 359 64
Technical Cluster I. Aerospace Technology. Volume F: Metal Technology II.

VT 008 360 65
Technical Cluster I. Aerospace Technology. Volume G: Graphic Arts in Aerospace.

VT 008 361 65
Technical Cluster I. Aerospace Technology. Volume H: Ceramics and Materials Testing.

VT 008 362 65
Technical Cluster I. Aerospace Technology. Volume I: Hydraulics, Pneumatics and Power Devices.

VT 008 505 65
General Related Studies for Industrial Cooperative Training in Indiana, Manual and Tests No. 1-11.

VT 008 584 66
Training Recommendations: Managers and Supervisors.

VT 008 651 66
Handbook on First Year Apprenticeship Training in Engineering.

VT 008 959 66
Training Plan Outlines for Manpower Development and Training Act Courses for Carpenters, Millmen, and Woodworking Machine Operators.

VT 008 960 66
Training Plan Outlines for Manpower Development and Training Act Courses for Painters and Paint Sprayers.

VT 008 961 66
Training Plan Outlines for Manpower Development and Training Act Courses for Plumbers and Plumber Helpers.

VT 008 985 67
Training Plan Outlines for Manpower Development and Training Act Courses for Building Maintenance Men, Custodians, and Janitors.

VT 008 986 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Boot and Shoe Manufacturing Occupations of Utility-Stitcher, Hand Sewer, Buffer, Heel Attacher, and Shoe Repairman.

VT 009 001 67
Training Plan Outlines for Manpower Development and Training Act Courses for the Dry Cleaning and Laundry Occupations of Dry Cleaners, Flatwork Ironers, Seamstress-Pressers, and Machine Pressers.

Page

VT 009 002 67
Training Plan Outlines for Manpower Development and Training Act Courses for Bricklayers, Tile Setters, and Cement Finishers.

VT 009 003 68
Training Plan Outlines for Manpower Development and Training Act Courses for Alteration Tailors and Seamstresses.

VT 009 023 68
Training Plan Outlines for Manpower Development and Training Act Courses for Automobile Mechanics, Automobile Mechanic Helpers, and Automobile Service Station Mechanics.

VT 009 024 68
Training Plan Outlines for Manpower Development and Training Act Courses for Metal Machine Operators.

VT 009 025 68
Training Plan Outlines for Manpower Development and Training Act Courses for Electrical and Gas Appliance Servicemen.

VT 009 026 68
Training Plan Outlines for Manpower Development and Training Act Courses for Furniture and Automobile Upholsterers and Slip Cover Seamstresses.

VT 009 027 69
Training Plan Outlines for Manpower Development and Training Act Courses for Mechanical Draftsmen.

VT 009 028 69
Training Plan Outlines for Manpower Development and Training Act Courses for Electricians and Electronic Mechanics.

VT 009 029 69
Training Plan Outlines for Manpower Development and Training Act Courses for Designer Craftsmen in Arts and Crafts.

VT 009 030 69
Training Plan Outlines for Manpower Development and Training Act Courses for the Textile Manufacturing Occupations of Knitting Machine Operators, Weavers, and Drawing-Roving Tenders.

VT 009 034 69
Training Plan Outlines for Manpower Development and Training Act Courses for Sheet Metal Workers and Sheet Metal Worker Helpers.

SUBJECT AND IDENTIFIER INDEX

Page

VT 009 052 70
Training Plan Outlines for Manpower Development and Training Act Courses for Bakers and Pastry Bakers.
VT 009 230 70
Training Plan Outlines for Manpower Development and Training Act Courses for Meat Cutters.
VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

TRADE AND INDUSTRIAL TEACHERS
VT 004 192 55
Basic Pre-Service Course for Trade and Technical Education Teachers.
VT 006 480 56
Fire Service Training Programs--A Guide for the Development and Continuation of Progressive Training.
VT 006 484 56
Fire Service Instructor Training.

TRAINING LABORATORIES
VT 008 484 29
Distributive Education Laboratory Manual.

TRANSPARENCIES
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 766 8
Swine (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).
VT 008 821 30
Producer of Goods (Transparency Masters).
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).
VT 008 823 17
Standard Typewriter Keyboard; Ten-Key Adding Machine Keyboard Arrangements and Transparencies on Shorthand Pad (Transparency Masters).
VT 008 933 9
Animal Science (Transparency Masters).

Page

VT 008 934 10
Feeds and Feeding (Transparency Masters).
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).
VT 008 936 10
Animal Science - Health (Transparency Masters).
VT 008 937 17
Writing Positions (Transparency Masters).
VT 008 939 18
Brief Forms (Transparency Masters).
VT 008 940 18
Difficult Words (Transparency Masters).
VT 008 941 18
Punctuation Rules (Transparency Masters).
VT 008 942 18
Letter Styles (Transparency Masters).
VT 008 943 18
Joined Word Beginnings (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).
VT 008 984 11
Statistics-Census (Transparency Masters).

TRANSPORTATION
VT 008 253 52
Industrial Arts Syllabus in Transportation.

TYPEWRITING
VT 005 440 14
Typewriting 8, Typewriting 1, Typewriting 2, Course Guides.
VT 006 731 16
About Typewriting.
VT 008 249 17
A Suggested Curriculum Guide for Typing and Related Occupations.
VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

TYPISTS
VT 009 271 20
Training Plan Outlines for Manpower Development and Training Act Courses for Entry, Refresher, and General Clerk Typists.

SUBJECT AND IDENTIFIER INDEX

Page

UNITS OF STUDY (SUBJECT FIELDS)
VT 008 095 28
Unit on Pricing.

USES CLERICAL SKILLS TESTS
VT 008 057 16
Manual for USES Clerical Skills Tests.

VERBAL COMMUNICATION
VT 000 146 22
Tell It Well (To Sell It Well), Instructor's Manual.

VOCATIONAL ADJUSTMENT
VT 008 271 59
Teaching Machine Programmed Instructional Material.

VOCATIONAL AGRICULTURE
VT 000 057 2
Basic Principles of Animal Science.
VT 000 058 2
Basic Principles in Soil Sciences.
VT 000 475 2
Problem and Answer Sheets for Learning Engine Maintenance Principles.
VT 000 820 2
Student Teaching in Agricultural Education: A Guide for Student Teachers.
VT 001 665 3
A Handbook for Prospective Students of Vocational Agriculture in Louisiana.
VT 006 502 3
Crops, Soils, and Fertilizers Resource Manual.
VT 007 328 4
Job Breakdowns for Farm Mechanics Instruction in Vocational Agriculture I.
VT 007 329 4
A Suggested Teaching Procedure for Instruction of Careers in Agricultural Occupations.
VT 007 336 4
Student Teaching Manual for Vocational Agriculture.
VT 007 351 4
Student Teaching Manual.
VT 007 415 4
Student Teaching Manual.
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.

Page

VT 007 597 5
Handbook for Student Teachers in Vocational Agriculture.
VT 007 647 6
Using the Illinois Farm Record Book.
VT 007 698 6
Ornamental Horticulture for Pre-Employment Laboratory Training in Vocational Agriculture. Handbook for Teachers.
VT 008 045 6
Pruning Ornamental Shrubs.
VT 008 061 6
Source Unit on Farm Machinery Management.
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.
VT 008 252 7
Deer and Turkey Management.
VT 008 627 7
Organizing and Conducting Programs in Agricultural Sales and Service Occupations.
VT 008 663 7
A Training Program for Vocational Agriculture in Applied Agricultural Economics Basic to Farming.
VT 008 764 8
Reproduction and Genetics in Farm Animals (Transparency Masters).
VT 008 765 8
Animal Science--General (Transparency Masters).
VT 008 766 8
Swine (Transparency Masters).
VT 008 767 8
Breeding Livestock (Transparency Masters).
VT 008 771 8
Breed Identification (Transparency Masters).
VT 008 783 9
Teacher's Guide for the Effective Use of Supervised Occupational Experience in Agriculture, Plans and Records.
VT 008 822 9
Animal Science - Breeding Livestock (Transparency Masters).
VT 008 827 9
Why Not Choose a Career in Ornamental Horticulture?
VT 008 828 9
Why Not Be a Farm Tractor and Implement Partsman?
VT 008 933 9
Animal Science (Transparency Masters).

SUBJECT AND IDENTIFIER INDEX

Page

VT 008 934 10
Feeds and Feeding (Transparency Masters).
VT 008 935 10
Animal Science, Insects and Parasites (Transparency Masters).
VT 008 936 10
Animal Science - Health (Transparency Masters).
VT 008 958 10
Breeding Livestock (Transparency Masters).
VT 008 984 11
Statistics-Census (Transparency Masters).

VOCATIONAL EDUCATION
VT 006 656 72
Guide for MDT Instructors.
VT 007 284 3
Manual and Suggestions for Beginning Student Teaching.
VT 007 664 73
Occupational Education in Illinois Public Junior Colleges.
VT 008 622 73
Safety Practices and Procedures in School Shops.
VT 009 404 ED (See Jan '70 RIE) 73
Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.
VT 009 405 ED (See Jan '70 RIE) 74
Microfiche Collection of Clearinghouse Documents Reported in Abstracts of Instructional Materials in Vocational and Technical Education (AIM), Summer 1969.

WELDERS
VT 001 284 54
Welding.
VT 007 584 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).
VT 009 305 70
Training Plan Outlines for Manpower Development and Training Act Courses for Inert Gas, Heliarc, Arc, and Combination Welders.

WELDING
VT 001 284 54
Welding.
VT 007 334 49
Fabrication Techniques for Turbine Components.

Page

VT 007 584 58
Training in Shielded Metal-Arc Pipe Welding (Uphill).
VT 007 972 50
Design for Welding. Some Practical Considerations in Designing Steel Weldments.

WILDLIFE MANAGEMENT
VT 008 252 7
Deer and Turkey Management.

WOODWORKING
VT 006 661 49
An Instructional Guide for Industrial Woodworking.
VT 008 356 64
Technical Cluster I. Aerospace Technology. Volume C: Wood and Plastics Technology.

WORK ATTITUDES
VT 003 796 72
Preparation for Employment.

WORK EXPERIENCE PROGRAMS
VT 003 796 72
Preparation for Employment.

WORKBOOKS
VT 006 189 15
Bookkeeping, Cycle I.
VT 007 557 5
Field Mower Service, Repair and Maintenance Student Workbook for Vocational Agriculture.
VT 007 957 32
Medical Office Assistant.
VT 008 250 7
Workbook of the Parliamentary Guide for Future Farmers of America.

YOUNG FARMER EDUCATION
VT 008 061 6
Source Unit on Farm Machinery Management.

YOUNG FARMERS
VT 000 575 2
Farm Advertising and Salesmanship. Resource Unit.

SOURCE LIST[1]

ALABAMA
Trade and Industrial Education
State Department of Education
P.O. Box 2847
University, Alabama 35486

ALASKA
Division of Vocational Education
State Department of Education
Pouch F
Juneau, Alaska 99801

ARIZONA
Arizona Association
Future Homemakers of America
412 State Building
Phoenix, Arizona 85007

CALIFORNIA
Administrative Services Branch
Los Angeles City Schools
450 N. Grand Avenue
P.O. Box 3307
Los Angeles, California 90054

Adult Division
Modesto Junior College
Modesto, California 95350

Bureau of Industrial Education
California State Department of Education
721 Capitol Mall
Sacramento, California 95814

California State Department of Education
721 Capitol Mall
Sacramento, California 95814

Fresno State College Bookstore
Fresno State College
Fresno, California 93726

Vocational Education Productions
California State Polytechnic College
San Luis Obispo, California 93401

COLORADO
Denver Public Schools
414 Fourteenth Street
Denver, Colorado 80202

Denver Public Schools
Department of Business
Room 118
414 Fourteenth Street
Denver, Colorado 80202

Department of Vocational Education
Agriculture Education Section
Colorado State University
Fort Collins, Colorado 80521

Nursing Section
Colorado State Department of Health
4210 E. 11th Avenue
Denver, Colorado 80220

Office of Instructional Services
Division of Elementary and Secondary Education
Colorado State Department of Education
Denver, Colorado 80203

CONNECTICUT
Curriculum Center
Bureau of Vocational-Technical Schools
State Department of Education
Room 336, State Office Building
Hartford, Connecticut 06115

FLORIDA
Broward County Board of Public Instruction
Box 8369
Ft. Lauderdale, Florida 33310

Publication Section
State Department of Education
Room 271
Knott Building
Tallahassee, Florida 32304

GEORGIA
Coordinator's Office
American Association for Agricultural Engineering and Vocational Agriculture
Agricultural Engineering Building
Athens, Georgia 30601

---

[1] A cumulative list of instructional laboratories and agencies that have printed copies of materials for sale.

SOURCE LIST

IDAHO

Idaho State Board for Vocational
Education
Business Education Division
518 Front Street
Boise, Idaho 83702

ILLINOIS

The American Dietetic Association
620 North Michigan Avenue
Chicago, Illinois 60611

American Hospital Association
840 North Lake Shore Drive
Chicago, Illinois 60611

American Society of Radiologic
Technologists
645 N. Michigan Avenue
Chicago, Illinois 60611

Business Education Department
Northern Illinois University
DeKalb, Illinois 60115

Department of Business Education
Turner Hall
Illinois State University
Normal, Illinois 61761

Department of General Engineering
University of Illinois
Urbana, Illinois 61801

Division of Agricultural Education
University of Illinois
357 Education Building
Urbana, Illinois 61803

Farm Electrification Council
Box 1008
Oakbrook, Illinois 60523

Household Finance Corporation
Prudential Plaza
Chicago, Illinois 60601

Illinois State Chamber of Commerce
20 North Wacker Drive
Chicago, Illinois 60606

Interstate Printers and
Publishers, Inc.
19-27 North Jackson Street
Danville, Illinois 61832

Quaker Oats Company
345 Merchandise Mart Plaza
Chicago, Illinois 60654

Vocational Agriculture Service
434 Mumford Hall
University of Illinois
Urbana, Illinois 61801

INDIANA

Division of Industrial Education
Indiana State University
Terre Haute, Indiana 47809

Home Economics Education
State Department of Education
401 State House
Indianapolis, Indiana 46204

Vocational Instructional Materials
Center
Industrial Education Department
Indiana State University
Terre Haute, Indiana 47809

Vocational Instructional Materials
Laboratory
School of Technology
Indiana State University
Terre Haute, Indiana 47809

KANSAS

Department of Business
Kansas State Teachers College
Cremer Hall
Emporia, Kansas 66801

The Medical Society of Sedgwick
County
1102 South Hillside
Wichita, Kansas 67211

Publications Service
Haskell Institute
Lawrence, Kansas 66044

KENTUCKY

Department of Agricultural
Education
College of Education
University of Kentucky
Lexington, Kentucky 40506

Jefferson County Board of Education
3332 Newburg Road
P.O. Box 18325
Louisville, Kentucky 40218

State Office Building
State Department of Education
Division of Vocational Business
Education
Frankfort, Kentucky 40601

SOURCE LIST

LOUISIANA

Agricultural Education Department
Louisiana State University
204 Field House
Baton Rouge, Louisiana 70803

Vocational Agricultural Education Department
Louisiana State University
Baton Rouge, Louisiana 70803

Vocational Curriculum Development and Research Center
P.O. Box 657
Natchitoches, Louisiana 71457

MARYLAND

French-Bray Printing Company
Candler Building
Baltimore, Maryland 21202

Munsell Color Company, Inc.
2441 North Calvert Street
Baltimore, Maryland 21218

U.S. Public Health Service
Indian Health Service
Nursing Services Branch
7915 Eastern Avenue
Silver Springs, Maryland 20910

MASSACHUSETTS

Henry L. Hanson Co., Inc.
25 Union Street
Worchester, Mass. 01608

MICHIGAN

Automotive Electric Association
16223 Meyers Road
Detroit, Michigan 48235

Detroit Diesel Engine Division
General Motors Corporation
Training Center
7707 W. Chicago
Detroit, Michigan 48204

State Department of Education
P.O. Box 928
Lansing, Michigan 48904

University Microfilms, Inc.
300 North Zeet Road
Ann Arbor, Michigan 48106

MINNESOTA

Bulletin Room
Coffey Hall
University of Minnesota
St. Paul, Minnesota 55101

Document Section
State Department of Education
Room 140
Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55101

Restaurant-Hotel Aids, Inc.
1409 Willow Street
Minneapolis, Minnesota 55403

MISSISSIPPI

Curriculum Laboratory
Box NU
State College, Mississippi 39762

MISSOURI

Business Services Division
601 Board of Education Building
1211 McGee
Kansas City, Missouri 64106

Cardinal Ritter Institute
4532 Lindell
St. Louis, Missouri 63108

Industrial Education
103 Industrial Education Building
University of Missouri
Columbia, Missouri 65201

The National Secretaries Association
1103 Grand Avenue
Suite 410
Kansas City, Missouri 64106

Teaching Aids Fund
122 Waters Hall
University of Missouri
Columbia, Missouri 65202

MONTANA

Agricultural Education Department
Montana State University
Bozeman, Montana 59715

NEBRASKA

Department of Information
College of Agriculture and Home Economics
University of Nebraska
Lincoln, Nebraska 68503

Division of Vocational Education
State Department of Education
10th Floor, State Capitol
P.O. Box 94727
Lincoln, Nebraska

University Extension Division
University of Nebraska
Lincoln, Nebraska 68508

SOURCE LIST

NEW HAMPSHIRE
New Hampshire Research Coordinating
Unit for Vocational-Technical Education
Stickney Avenue
Concord, New Hampshire

NEW JERSEY
Vocational-Technical Curriculum
Laboratory
Rutgers University
10 Seminary Place
New Brunswick, New Jersey 08903

NEW MEXICO
Trade and Industrial Division
Department of Vocational Education
State Department of Education
139 South Castillo Street
Santa Fe, New Mexico 87501

NEW YORK
American Telephone and Telegraph Company
Bell System
195 Broadway
New York, New York

American Welding Society
345 E. 47th Street
New York, New York 10017

Correlated and Pre-Technical Programs
480 Pacific Street
Brooklyn, New York 11217

Delmar Publishers, Inc.
Mountainview Avenue
Albany, New York 12205

Delta Pi Epsilon
Bronx Community College
120 East 184th Street
New York, N.Y. 10468

Heidelberg Sales and Service
73-45 Woodhaven Boulevard
Glendale, New York 11227

National Council for Homemaker
Services, Inc.
1740 Broadway
New York, New York 10019

National League for Nursing
10 Columbus Circle
New York, New York 10019

Publications Distribution Unit
State Education Department
Room 169, Education Building
Albany, New York 12224

Rochester City School District
13 South Fitzhugh Street
Rochester, New York 14614

Sales Section
British Information Service
845 Third Avenue
New York, New York 10022

SIECUS Publications Office
419 Park Avenue South
New York, New York 10016

NORTH CAROLINA
Food Service Guides
P.O. Box 709
Rocky Mount, North Carolina 27801

Vocational-Technical Division
Department of Community Colleges
State Board of Education
112 West Lane Street
Raleigh, North Carolina 27602

OHIO
Better Business Bureau of Central
Ohio, Inc.
71 East State Street
Columbus, Ohio 43215

The Center for Vocational and
Technical Education
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

Cincinnati Public Schools
230 East Ninth Street
Cincinnati, Ohio 45202

Distributive Education Materials
Laboratory
The Ohio State University
124 West 17th Avenue
Columbus, Ohio 43210

Division of Research
Ohio University
Athens, Ohio 45701

ERIC Clearinghouse for Vocational
and Technical Education
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

Hobart Brothers Company
Hobart Square
Troy, Ohio 45373

SOURCE LIST

Human Engineering Institute
Headquarters and Development Center
2341 Carnegie Avenue
Cleveland, Ohio 44115

Ohio Division of Safety and Hygiene
700 West Third Avenue
Columbus, Ohio 43212

Ohio Trade and Industrial Education Service
Instructional Materials Laboratory
The Ohio State University
1885 Neil Avenue
Columbus, Ohio 43210

Ohio Vocational Agriculture
Instructional Materials Service
The Ohio State University
2120 Fyffe Road
Columbus, Ohio 43210

South-Western Publishing Company
5101 Madison Road
Cincinnati, Ohio 45227

State Department of Education
State Office Building
65 S. Front Street
Columbus, Ohio 43215

OKLAHOMA
The Fire Protection Department
Oklahoma State University
Stillwater, Oklahoma 74074

OREGON
Curriculum Department
Salem Public Schools
1309 Ferry Street, S.E.
P.O. Box 87
Salem, Oregon 97308

Home Economics Education
State Department of Education
Public Service Building
Salem, Oregon 97310

PENNSYLVANIA
Business and Office Occupations Education
State Department of Public Instruction
Harrisburg, Pennsylvania 17126

Department of Agricultural Education
101 Agricultural Education Building
Pennsylvania State University
University Park, Pennsylvania 16802

Pennsylvania Department of Health
Post Office Box 90
Harrisburg, Pennsylvania 17120

State Department of Public Instruction
Box 911
Harrisburg, Pennsylvania 17126

SOUTH CAROLINA
Agricultural Education Department
Clemson University
Clemson, South Carolina 29631

State Supervisor of Agricultural Education
Rutledge Building
Office of Vocational Education
State Department of Education
Columbia, South Carolina 29201

SOUTH DAKOTA
South Dakota State Department of Education
Pierre, South Dakota

TENNESSEE
Department of Agricultural Education
308 Morgan Hall
University of Tennessee
Knoxville, Tennessee 37916

Vocational Curriculum Laboratory
Box 1114
Murfreesboro, Tennessee 37130

TEXAS
Agricultural Education Teaching Materials Center
Texas Agricultural and Mechanical University
College Station, Texas 77843

Industrial Education Department
Division of Extension
The University of Texas
Austin, Texas 78712

Instructional Materials Laboratory
Distributive Education Department
Division of Extension
The University of Texas
Austin, Texas 78712

UTAH
Utah State Board for Vocational Education
1300 University Club Building
136 East South Temple
Salt Lake City, Utah 84111

SOURCE LIST

VIRGINIA

Agricultural Education Service
State Department of Education
Richmond, Virginia 23216

The Air-Conditioning and Refrigeration
Institute
1815 North Fort Myer Drive
Arlington, Virginia 22209

Business Education Service
State Department of Education
State Office Building
Richmond, Virginia 23216

Clearinghouse for Federal Scientific
and Technical Education
U.S. Department of Commerce
5285 Port Royal Road
Springfield, Virginia 22151

Future Farmers Supply Service
Alexandria, Virginia 22306

Structural Clay Products Institute
1750 Old Meadow Road
McLean, Virginia 22101

WASHINGTON

Department of Agricultural Education
Washington State University
Pullman, Washington 99163

Seattle Public Schools
815 Fourth Avenue North
Seattle, Washington 98109

WASHINGTON, D.C.

American Industrial Arts Association
National Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

American Nursing Home Association
1346 Connecticut Avenue, N.W.
Washington, D.C.

Department of Home Economics
National Education Association
1201 Sixteenth Street, N.W.
Washington, D.C. 20036

Information Clearinghouse on New
Careers
National Institute for New Careers
University Research Corporation
4301 Connecticut Avenue, N.W.
Washington, D.C. 20015

International Association of Chiefs
of Police
1319 18th Street, N.W.
Washington, D.C. 20036

Robert J. Brady Company
1300 Que Street, N.E.
Washington, D.C. 20002

Small Business Administration
1441 L Street, N.W., Room 100
Washington, D.C. 20416

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402

U.S. Bureau of Prisons
Education Department
101 Indiana Avenue, N.W.
Washington, D.C. 20537

WEST VIRGINIA

Vocational Industrial Curriculum
Department
Capitol Building
Charleston, West Virginia 25305

PUBLICATIONS OF
THE CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION

RESEARCH SERIES

no.	name of publication	cost	ERIC system*
1	A National Survey of Vocational Education Programs for Students with Special Needs. April 1967. 89 + 14 p.	o	ED 011 041 Aug. '67 RIE
2	The Demand for and Selected Sources of Teachers in Vocational and Technical Education:, State Director Survey. January 1967. 31 + 51 p.	o	ED 012 331 Dec. '67 RIE
3	Research and Development Priorities in Technical Education. May 1967, A Report of a National Research Planning Conference in Technical Education, January 10-11, 1967. 34 p.	o	ED 013 888 Mar. '68 RIE
4	Review and Synthesis of Research in Agricultural Education. August 1966. 140 p.	1.50	ED 011 562 Oct. '67 RIE
5	Review and Synthesis of Research in Business and Office Occupations Education. August 1966. 128 p.	o	ED 011 566 Oct. '67 RIE
6	Review and Synthesis of Research in Distributive Education. August 1966. 212 p.	o	ED 011 565 Oct. '67 RIE
7	Review and Synthesis of Research in Home Economics Education. August 1966. 104 p.	o	ED 011 563 Oct. '67 RIE
8	Review and Synthesis of Research in Industrial Arts Education. August 1966. 88 p.	o	ED 011 564 Oct. '67 RIE
9	Review and Synthesis of Research in Technical Education. August 1966. 69 p.	1.50	ED 011 559 Oct. '67 RIE
10	Review and Synthesis of Research in Trade and Industrial Education. August 1966. 76 p.	o	ED 011 560 Oct. '67 RIE
11	The Emerging Role of State Education Departments with Specific Implications for Divisions of Vocational-Technical Education. (National Conference on State Dept. Leadership in Vocational Education, February 27-March 2, 1967) 1967. 395 p.	o	ED 016 870 July '68 RIE
12	A Taxonomy of Office Activities for Business and Office Education. July 1968. 163 p.	2.65	ED 021 140 Dec. '68 RIE
13	Enlisted Men Separating from the Military Service as a Potential Source of Teachers for Vocational and Technical Schools. October 1967. 53 p.	x	ED 016 131 June '68 RIE
14	Boost: Business and Office Education Student Training; Preliminary Report. 1967. 251 p.	3.00	ED 018 663 Sept. '68 RIE
15	Professional Personnel in State Divisions of Vocational Education: Policies, Practices, Requirements. November 1968. 99 p.	3.25	ED 023 928 Mar. '69 RIE
16	Review and Synthesis of Research on the Economics of Vocational Education. November 1968. 53 p.	1.50	ED 023 937 Mar. '69 RIE
17	Trade and Industrial Teacher Education and Certification: Report of a National Invitational Research Development Seminar. November 1968.	o	ED 025 644 May '69 RIE
18	Research Priorities in Technical Teacher Education: A Planning Model. October 1967. 48 p.	o	ED 016 815 July '68 RIE
19	Implications of Women's Work Patterns for Program Development in Vocational and Technical Education. October 1967. 70 p.	2.00	ED 016 812 July '68 RIE
20	Problems in the Transition from High School to Work as Perceived by Vocational Educators. October 1967. 76 p.	o	ED 016 811 July '68 RIE
21	An Evaluation of the Off-Farm Agricultural Occupations Materials. October 1967. 74 p.	x	ED 016 853 July '68 RIE
22	A Guide to Systematic Planning for Vocational and Technical Schools. December 1968. 23 p.	1.50	ED 026 537 June '69 RIE
23	A Guide for Planning Facilities for Home Economics Occupational Preparation Programs. July 1968. 83 p.	2.00	ED 022 924 Feb. '69 RIE
24	A Guide for Planning Facilities for Occupational Preparation Programs in the Machine Trades. July 1968. 71 p.	2.00	ED 023 926 Mar. '69 RIE
25	A Guide for Planning Facilities for Occupational Preparation Programs in Data Processing. November 1968. 67 p.	2.00	ED 023 927 Mar. '69 RIE
26	A Guide for Planning Facilities for Occupational Preparation Programs in Business and Office Occupations. November 1968. 86 p.	2.00	ED 027 401 July '69 RIE
27	A Guide for Planning Facilities for Occupational Preparation Programs in Laboratory Animal Science Technology. January 1969. 118 p.	o	ED 027 434 July '69 RIE
28	A Guide for Planning Facilities for Occupational Preparation Programs in Metallurgy Technology. March 1969. 98 p. + 10 p.	2.00	ED 027 420 July '69 RIE
29	A Guide for Planning Facilities for Occupational Preparation Programs in Automotive Service. April 1969. 86 p.	2.00	ED 028 280 Aug. '69 RIE

PUBLICATIONS (CONT.)

no.	name of publication	cost	ERIC system*
30	A Guide for Planning Facilities for Occupational Preparation Programs in Electrical Technology. April 1969. 108 p.	2.00	ED 028 278 Aug. '69 RIE
31	A Guide for Planning Facilities for Occupational Preparation Programs for Medical X-Ray Technicians. April 1969. 58 p.	o	ED 028 283 Aug. '69 RIE
32	A Guide for Planning Facilities for Occupational Preparation Programs for Medical Assistants.	2.00	ED 029 117 Sept. '69 RIE
33	A Guide for Planning Facilities for Occupational Preparation Programs for Medical Secretaries. April 1969. 58 p.	2.00	ED 029 120 Sept. '69 RIE
34	A Guide for Planning Facilities for Occupational Preparation Programs for Dental Laboratory Technicians. May 1969. 61 p.	2.00	ED 029 127 Sept. '69 RIE
36	Vocational Guidance in Secondary Education: Results of a National Survey. December 1968. 176 p.	2.75	ED 026 534 June '69 RIE
38	A General Guide for Planning Facilities for Occupational Preparation Programs. June 1969. 85 p.	2.00	ED 030 771 Nov. '69 RIE
39	Review and Synthesis of Research in Health Occupations Education. May 1969. 91 p.	2.75	ED 029 982 Oct. '69 RIE
40	The Identification of Opinion Leaders Among Teachers of Vocational Agriculture. June 1969. 78 p.	2.00	ED 030 764 Nov. '69 RIE
41	Vocational Development of Disadvantaged Junior High School Students. August 1969. 91 p.	2.00	VT 009 265 Jan. '70 RIE
44	Changing the Response of Vocational Students to Supervision. September 1969. 44 p.	1.50	VT 009 347 Jan. '70 RIE
45	A System for State Evaluation of Vocational Education. August 1969. 43 p.	2.00	VT 009 511 Jan. '70 RIE
LEADERSHIP SERIES			
	Report of a National Vocational Education Seminar on the Administration of Research. May 24 to 27, 1965. 1965.	x	ED 011 546 Oct. '67 RIE
1	Report of a National Seminar of Agricultural Education, "Program Development and Research." August 9-13, 1965. 176 p.	x	ED 011 036 Aug. '67 RIE
2	Guidance in Vocational Education: Guidelines for Research and Practice. A Report of a National Interdisciplinary Seminar, January 12-14, 1966, held at the Ohio State University, Columbus, Ohio. 1966. 181 p.	o	ED 011 922 Nov. '67 RIE
3	Guidelines for State Supervisors of Office Occupations Education. Report of a National Clinic, May 24-27, 1965, Pick-Fort Hayes Hotel, Columbus, Ohio. 1965. 84 p.	o	VT 001 266
4	National Vocational-Technical Education Seminar on the Development and Coordination of Research by State Research Coordinating Units. 1966. 72 p.	o	ED 011 042 Aug. '67 RIE
5	A Report of the Business and Office Education Research Planning Conference. The Proceedings, Synthesis, Recommended Research Projects, and Papers. 1966. 116 p.	o	ED 013 304 Feb. '68 RIE
6	Program Development for Occupational Education: A Report of a National Seminar for Leaders in Home Economics Education, March 28-31, 1966. 1966. 118 p.	o	ED 011 040 Aug. '67 RIE
7	Report of a National Invitational Research Planning Conference on Trade and Industrial Teacher Education, May 23-27, 1966. 1966. 197 p.	2.00	ED 011 043 Aug. '67 RIE
8	Report of a National Seminar, "Evaluation and Program Planning in Agricultural Education," June 27-30, 1966. 1966. 129 p.	o	ED 011 037 Aug. '67 RIE
9	Health Occupations Education Centers: Report of a National Seminar held July 11-14, 1966. 1967. 156 p.	o	ED 016 823 July '68 RIE
10	Guidelines for Cooperative Education and Selected Materials from the National Seminar held August 1-5, 1966. A Manual for the Further Development of Cooperative Education. 1967. 255 p.	o	ED 011 044 Aug. '67 RIE
11	Systems under Development for Vocational Guidance. A Report of a Research Exchange Conference, Ohio State University, August 18 and 19, 1966. 1966. 60 p.	o	ED 011 039 Aug. '67 RIE
12	Compilation of Technical Education Instructional Materials -- Supplement I. New and Revised Information Resources. (National Leadership Development Institute in Technical Education, Summer, 1966) April 1967. 203 p.	3.00	ED 012 340 Dec. '67 RIE
13	Compilation of Technical Education Instructional Materials -- Supplement II. Institute Presentations. (National Leadership Development Institutes in Technical Education, Summer 1966) April 1967. 242 p.	3.50	ED 011 933 Nov. '67 RIE
14	Educational Media in Vocational and Technical Education: A Report of a National Seminar. 1967. 240 p.	o	ED 017 730 Aug. '68 RIE

PUBLICATIONS (CONT.)

no.	name of publication	cost	ERIC system*
15	Vocational-Technical Teacher Education: National Seminar Proceedings. (September 24-29, 1967) 1968. 283 p.	3.25	ED 020 431 Nov. '68 RIE
16	National Program Development Institutes in Technical Education, Summer 1967: A Compilation of Selected Presentations and Instructional Materials. 194 p.	o	ED 021 069 Dec. '68 RIE
17	Proceedings of Annual National Vocational-Technical Teacher Education Seminar. (2nd, Chicago, October 21-24, 1968) January 1969. 188 p.	3.00	ED 027 424 July '69 RIE
18	Program, Planning, Budgeting Systems for Educators. Volume I: An Instructional Outline. 1969. 279 p.	4.00	VT 009 085 Jan. '70 RIE
19	Program, Planning, Budgeting Systems for Educators. Volume II: A Case Problem. August 1969. 165 p.	3.50	VT 009 089 Jan. '70 RIE
20	National Conference on Research in Industrial Arts. April 1969. 120 p.	x	ED 029 986 Oct. '69 RIE

BIBLIOGRAPHY SERIES

no.	name of publication	cost	ERIC system*
1	Implications of Women's Work Patterns for Vocational and Technical Education: An Annotated Bibliography. 1967. 25 p.	1.50	ED 016 812 July '68 RIE
2	Worker Adjustment: Youth in Transition from School to Work; An Annotated Bibliography of Recent Literature. 1968. 135 p.	3.25	ED 021 070 Dec. '68 RIE

OFF-FARM AGRICULTURAL OCCUPATIONS

Instructional Materials in:

name of publication	cost	ERIC system*
Agricultural Chemicals Technology (Course outline and eight modules)	6.75	ED 013 894- 013 902 Mar. '68 RIE
Agricultural Machinery -- Service Occupations (Course outline and sixteen modules)	7.50	ED 012 761- 012 777 Jan. '68 RIE
Agricultural Supply -- Sales and Service Occupations (Course outline and twelve modules)	7.00	ED 015 232- 015 241 May '68 RIE
Horticulture -- Service Occupations (Course outline and twelve modules)	o	ED 013 290- 013 302 Feb. '68 RIE
Occupational Guidance for Off-Farm Agriculture.	.60	ED 011 030 Aug. '67 RIE
Organizing to Provide Agricultural Education for Off-Farm Occupations.	o	ED 011 032 Aug. '67 RIE
Planning and Conducting Cooperative Occupational Experience in Off-Farm Agriculture.	1.35	ED 011 035 Aug. '67 RIE
Policy and Administrative Decisions in Introducing Vocational and Technical Education in Agriculture for Off-Farm Occupations.	.75	ED 011 033 Aug. '67 RIE
Summary of Research Findings in Off-Farm Agriculture Occupations.	o	ED 015 245 May '68 RIE
Vocational and Technical Education in Agriculture for Off-Farm Occupations.	.75	ED 011 034 Aug. '67 RIE

INFORMATION SERIES

name of publication		ERIC system*
Abstracts of Research and Related Materials in Vocational and Technical Education. Quarterly. $9.00 per year.	Fall 1967	ED 013 336 Feb. '68 RIE
	Winter 1967	ED 015 335 May '68 RIE
	Spring 1968	ED 016 875 July '68 RIE
	Summer 1968	ED 019 525 Oct. '68 RIE
	Fall 1968	ED 022 970 Feb. '69 RIE
	Winter 1968	ED 027 437 July '69 RIE
	Spring 1969	ED 030 000 Oct. '69 RIE
	Summer 1969	ED 031 586 Dec. '69 RIE
Abstracts of Instructional Materials in Vocational and Technical Education. Quarterly. $9.00 per year.	Fall 1967	ED 013 337 Feb. '68 RIE
	Winter 1967	ED 015 336 May '68 RIE
	Spring 1968	ED 017 745 Aug. '68 RIE
	Summer 1968	ED 020 441 Dec. '68 RIE
	Fall 1968	ED 023 936 Mar. '69 RIE

PUBLICATIONS (CONT.)

no.	name of publication	cost	ERIC system*
	Abstracts of Instructional Materials in Vocational and Technical Education. Quarterly. $9.00 per year.	Winter 1968	ED 028 302 Aug. '69 RIE
		Spring 1969	ED 030 769 Nov. '69 RIE
		Summer 1969	VT 009 404 Jan. '70 RIE
	AIM - ARM Annual Index, 1967 - 68, available to subscribers with subscriptions current as of Summer, 1968.		ED 022 064 Feb. '69 RIE
	Rotated Display of Descriptors Used by the ERIC Clearinghouse on Vocational and Technical Education. First Edition. 1967. 35 p.	1.50	

KEY

x Limited number of complimentary copies available. Address orders to: The Publications Clerk, The Center for Vocational and Technical Education, The Ohio State University, 1900 Kenny Road, Columbus, Ohio 43210.

o Out-of-print, available only through the ERIC system (see *)

* Documents which show an ED number and issue of Research in Education (RIE)[1] are available on microfiche or facsimile copy through ERIC Document Reproduction Service (EDRS). Ordering information is obtained from the appropriate issue of RIE.

Documents shown with a VT number are being processed for introduction into the ERIC system and will be available on microfiche and facsimile copy when announced in the issue of Research in Education (RIE) shown with the VT number. Ordering information can be obtained from that issue of RIE. In cases where the "Center Cost" is indicated as well as the ED number in the "ERIC System," those particular documents are also available from the Center.

---

[1] Research in Education is published 12 times a year. The first issue was no. 1, November 1966. Subscription: Domestic $21.00 a year; foreign, $5.25 additional. Single copy: Domestic, $1.75. Send check or money order (no stamps) to the Superintendent of Documents, U.S. Government Printing Office, Washington, D. C. 20402